

# Area Alumnae Director (AAD)

Delta Zeta volunteers serve as ambassadors of the National Organization, seeking to build connections and community through personal growth, leadership development, teamwork and personal/professional networking. Through relationship building and execution of role-based responsibilities, volunteers support Delta Zeta Sorority in fulfilling its mission, vision, purpose and strategic priorities.

## RESPONSIBILITIES

- Build relationships with alumnae and ensure continued engagement by organizing and promoting regular opportunities for alumnae to stay involved and informed about Delta Zeta Sorority.
- Establish an Area Team with committees to include, but not limited to, Public Relations/Communications, Hospitality/Event Organization and Membership.
- Communicate and cultivate alumnae support for organizational opportunities and initiatives including, but not limited to, events such as Founders Day, Truly Connected, Everlasting, chapter milestone events, chapter reunions and growth through alumnae initiation.
- Drive goals and activities in the assigned area to further the National Organization's strategic priorities through alumnae engagement.
- Host the following established events: Hike for Hearing and Speech; Everlasting/Truly Connected.
- Appoint, train, and evaluate State Alumnae Chairmen (SACs) to further the National Organization's strategic priorities.
- Serve as an ongoing coach and mentor for SACs, ensuring they are fulfilling the responsibilities and requirements of the role.
- Establish a working relationship with the SACs by hosting individual and routine conversations by phone or video meeting, a minimum of monthly.
- Monitor the SAC's activities to ensure alignment with the National Organization's strategic priorities and goals set for the area.
- Collaborate with National Alumnae Director, Regional Collegiate Directors (RCDs), College Chapter Directors (CCDs), SACs and operational Field Teams to identify volunteer candidates, build Advisory Boards and other needs to support organizational growth and improve the member experience.
- Monitor, evaluate, and maintain records of SAC performance in accordance with procedures established by the National Council.
- Fulfill all operational responsibilities in the absence of an SAC.
- Actively monitor all areas of the alumnae member experience utilizing available data on Chapter Inc.
- Collect and maintain data for alumnae databases.
- Serve as an alumnae initiate sponsor when needed.
- Participate in the Member Accountability process as needed.
- Fulfill reporting requirements as directed by National Council.

## EXPECTATIONS

- Uphold and support the Delta Zeta Constitution and Delta Zeta Sorority Policies, including fulfillment of specific responsibilities outlined in the Constitution.
- Complete a Volunteer Agreement for Delta Zeta Sorority.
- Complete all AAD training requirements.
- Serve as an informed ambassador of the National Organization and an advocate for the organization's mission, vision and strategic priorities.
- Attend National Convention and fulfill Convention Delegate responsibilities as outlined in the Constitution.
- Attend Truly Connected, Everlasting and other area or regional events as approved by National Council.
- Use Chapter Inc. and the Delta Zeta Member App.
- Be a member of a Delta Zeta alumnae chapter.
- Contribute annually to the Delta Zeta Foundation.
- Review all communications sent by the National Organization.
- Participate in required training and town hall opportunities hosted by the National Organization.

Reports to: National Alumnae Director

