

## ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

### **Position: Recruitment Leader**

The recruitment leader is a primary support person for collegiate chapter officers and chapter advisory board members on sorority recruitment. This volunteer receives information from collegiate chapters, advisors, the region facilitators or national headquarters staff about a chapter's deficiencies regarding recruitment and provides guidance for improvement. This volunteer serves as a resource for chapters and advisors on all recruitment styles as outlined in the NPC Manual of Information. The recruitment leader provides necessary training and manages interactions with chapters. The recruitment leader reports to the region facilitator on progress made, successes and areas for improvement.

**Time Commitment:** Approximately 3-5 hours per week, varying within the academic year  
High-volume time periods may include; August – October and/or January – March  
Visits chapters as necessary and as approved and directed by the region facilitator and national headquarters staff  
Participate in region volunteer development training  
Attend the national convention & leadership conference

**Outcome of Placement:** The recruitment leader will provide support in the area of recruitment to recruitment advisors and chapters members in the region. As a result, chapters and advisors will receive specialized services targeted to their specific recruitment needs and will be able to improve and achieve recruitment targets, as well as Quota and Total. The recruitment leader will provide direction, motivation and training to her respective advisors in the region.

### **Highlights of Responsibilities:**

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces mental health curriculum
- ◆ Work with region and national volunteers, local campus administration and national headquarters staff to provide resources and support to advisors and collegiate members
- ◆ Serve as the expert in recruitment, knowing and understanding each campus' recruitment style and the needs of the chapters in the region in regards to recruitment
- ◆ Provide support for chapter when questions arise regarding:
  - ◆ National Policy on Legacies
  - ◆ National Membership Selection Procedure
  - ◆ National Procedure for Release Figure Methodology (RFM)
- ◆ Train collegians and advisors in best recruitment practices, recruitment structures, AΣA National Policies & Procedures, and how to implement recruitment plans and Panhellenic rules
- ◆ Deliver recruitment presentations to chapters and is knowledgeable on Alpha Sigma Alpha's recruitment philosophy
- ◆ Follow-up on the biweekly membership report to remind chapters to complete membership reporting and payment in Officer Portal
- ◆ Engage chapters' progress towards reaching fall and spring targets, following up as necessary
- ◆ Work with advisors to develop action plans for improvement in chapters meeting their recruitment goals and targets, providing training and answering questions
- ◆ Provide progress reports to the collegiate recruitment coordinators and region facilitator that include frequently asked questions, training needs, successes, best practices and areas of concern or improvement
- ◆ Communicate with the campus Fraternity/Sorority Advisor as needed
- ◆ Discuss the release of legacies with the region facilitator and/or staff member
- ◆ Provide support for chapters when recruitment-related problems arise
- ◆ Direct questions pertaining to specific chapter issues to the region facilitator or appropriate region volunteer dependent upon the nature of the issue

- ◆ Additional responsibilities can be found in position training materials and handbooks related to the role

**Interaction with Others:**

Supervising volunteer:	Region facilitator
Staff liaison:	Collegiate recruitment coordinator
Additional volunteers:	Panhellenic liaison
Constituents:	Collegiate vice president of public relations & recruitment Collegiate public relations chairman Recruitment advisor Chapter advisor
Other:	Fraternity/sorority advisor

**Technology:** The recruitment leader will know how to use and have daily access to email, Microsoft Word and Microsoft Excel. PowerPoint experience is preferred. This volunteer is also expected to use online tools including MyΑΣΑ, Officer Portal, ChapterBuilder and MyVote.

**Term of Placement:** Placements are made for two-year commitments corresponding with the Sorority biennium. If a placement is vacated mid-term, an appointment is made to complete the term.

**Delegate status:** The recruitment leader is a voting delegate at national convention.