

ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

Position: Membership Commitment Leader

The membership commitment leader is the primary support person for collegiate chapter officers and chapter advisory board members on the topics of chapter standards, ritual and membership education. This volunteer serves as a resource on the purpose, goals and activities of membership education and is well-versed in the National Policies & Procedures. The membership commitment leader works alongside the social responsibility leader, advisors and chapter officers to provide training and assist with officer transitions. The membership commitment leader reports to the region facilitator on progress, successes and areas for improvement.

Time Commitment: Approximately 5-7 hours per week, varying within the academic year
High-volume time periods may include: October – November and/or February – April
Visits advisors and 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

Highlights of Responsibilities

Policies & Procedures

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces mental health curriculum.
- ◆ Learn and remain knowledgeable about all aspects of membership education including new, initiate, senior and alumnae member education; online learning platform use; ritual reflections; history and heritage; membership exam preparation and execution; corresponding facilitator guides and big sister certification.

Collegiate Chapter Support

- ◆ Serve as a resource to chapters regarding the standards resolution procedure, ritual, and membership education; knows and understands needs of the chapters in her region in regards to the membership commitments.
- ◆ Assist in the development of ritual-based accountability and educational sanctions as needed.
- ◆ Follow-up on the biweekly membership report to remind chapters to complete membership reporting and payment in Officer Portal.
- ◆ Promote collegiate chapter academic success by supporting chapter scholarship plans and promoting the Hermes Society.
- ◆ Aid chapter leadership and advisors in planning the membership education calendar including the values programs.
- ◆ Facilitate the Sorority's sexual assault prevention programming for collegiate chapters, when requested.

Region/National Volunteers and Staff

- ◆ Work with region and national volunteers, local campus administration and national headquarters staff to provide resources and support to advisors and collegiate members.
- ◆ Direct questions pertaining to specific chapter issues to the region facilitator or appropriate region volunteer dependent upon the nature of the issue.

Interaction with Others (virtual and in-person):

Supervising volunteer: Region facilitator
Staff liaison: Program coordinator
Constituents: Collegiate vice president of membership education
Collegiate vice president of programming & ritual

Collegiate vice president of alumnae & heritage
Membership commitment advisor
Chapter advisor
Fraternity/sorority advisor

Other:

Skills & Technology: The membership commitment 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 and the membership education online learning platform.

Professional Skills Gained through this Position: critical thinking, accountability, responsibility, confidentiality, discipline, professionalism, organization, teamwork, communication

Required Training: Behind Happy Faces: Advisor Resource Series

Additional Training: Online training videos on MyΑΣΑ

Financial Commitment: Support annual alumnae dues program, contribute to the ΑΣΑ Foundation annually and additional costs for the national convention & leadership conference if in attendance.

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 membership commitment leader is a voting delegate at national convention.