

## ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

### **Position: Panhellenic Liaison**

The Panhellenic liaison is a primary support person for panhellenic relations in the region. This volunteer serves as a resource for Alpha Sigma Alpha chapters and advisors on the NPC Unanimous Agreements, policies and all recruitment styles as outlined in the NPC Manual of Information. The Panhellenic liaison supports panhellenic involvement and communicates concerns and issues that arise in collegiate Panhellenic associations. The Panhellenic liaison reports to the Chief Panhellenic Officer on progress, successes and areas for improvement.

**Time Commitment:** Approximately 2-3 hours per week, varying within the academic year  
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.
- ◆ Maintain current knowledge of the NPC Manual of Information, NPC Unanimous Agreements, resolutions, policies and recommendations.

#### **Collegiate Chapter Support**

- ◆ Offer support to the collegiate Panhellenic delegate.
- ◆ Educate recruitment leaders and advisors on NPC Unanimous Agreements and recruitment resolutions.
- ◆ Work with the advisory board liaison and advisory boards to educate collegiate chapters on NPC rules and regulations.

#### **Advisor Support**

- ◆ Educate recruitment leaders and advisors on NPC Unanimous Agreements and recruitment resolutions.
- ◆ Work with the advisory board liaison and advisory boards to educate collegiate chapters on NPC rules and regulations.

#### **Region/National Volunteers and Staff**

- ◆ Work with region and national volunteers and national headquarters staff to provide resources and support to advisors and collegiate members.
- ◆ Report to Chief Panhellenic Officer on panhellenic trends and recruitment issues at collegiate chapters.
- ◆ Work with Chief Panhellenic Officer to communicate Alpha Sigma Alpha's stance on panhellenic issues that affect collegiate chapters.
- ◆ Report to Chief Panhellenic Officer any information regarding votes of collegiate Panhellenics and other relevant issues (such as changes in total, recruitment schedules, etc.).
- ◆ Respond to inquiries from the director of alumnae engagement when requests for Alpha Sigma Alpha involvement in alumnae Panhellenics are submitted.
- ◆ Direct questions pertaining to specific non-panhellenic chapter issues to the region facilitator or appropriate volunteer in the region dependent upon the nature of the issue.

#### **Interaction with Others (virtual):**

Supervising volunteer:           Region facilitator

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Staff liaison: Chief Panhellenic Officer  
Additional volunteers: Recruitment leader  
Advisory board liaison  
Constituents: Collegiate Panhellenic delegate  
Recruitment advisor  
Chapter advisor  
Director of alumnae engagement

**Skills & Technology:** The Panhellenic liaison 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 and Officer Portal.

**Professional Skills Gained through this Position:** relationship building, governance, public relations, communication, collaboration, networking, professionalism

**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 Panhellenic liaison is a voting delegate at national convention.