

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

Highlights of Responsibilities:

Policies and Procedures

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces mental health curriculum.
- ◆ 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.

Collegiate Chapter Support

- ◆ Provide support for the chapter when questions arise regarding:
 - ◆ Statement of Position 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 remain 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.
- ◆ Provide support for chapters when recruitment-related problems arise.

Advisor Support

- ◆ Work with advisors to develop action plans for improvement in chapters meeting their recruitment goals and targets, providing training and answering questions.

Region/National Volunteers Staff

- ◆ Work with region and national volunteers, local campus administration and national headquarters staff to provide resources and support to advisors and collegiate members.
- ◆ Provide progress reports to the collegiate recruitment coordinator 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.
- ◆ 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: 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

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

Professional Skills Gained through this Position: innovation, creativity, organization, communication, decision making, public speaking, event planning, collaboration, recruiting, public relations, budgeting

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 recruitment leader is a voting delegate at national convention.