

ASSISTANT TO THE GVPAA

The Grand Vice President for Alumni Affairs (GVPAA) shall recognize when there is a need for additional assistance to complete their assigned roles and responsibilities. The Assistant GVPAA shall utilize his/her expertise to create tools and resources that address the needs detailed by the GVPAA and the Alumni Affairs Team. The Assistant GVPAA collaborates with the GVPAA and Project Director for Alumni Relations, as well as other members of the Alumni Affairs Team, to complete drafts of content, finalize resources, and develop dissemination plans.

Qualifications:

Qualifications to serve as Assistant to the GVPAA include membership as a collegiate or alumni Brother and good standing within the Fraternity. It is highly recommended that the individual be knowledgeable and experienced in alumni affairs and alumni Chapter operations. It is preferable for the candidate to be familiar with alumni chapter formation and chartering or have made commitment to become fluent in the process.

Candidates for the position must submit a written application for Assistant to the Executive Director and GVPAA for the EC's review.

Appointment/Term:

The Assistant to the GVPAA will be appointed by the Grand President according to the Fraternity's Constitution. The appointment shall last either one year or until the term of the current EC is complete at which time it will be the decision of the current/new EC to appoint/re-appoint the Assistant to the GVPAA. Appointment will be considered and made only if there is a recognized need for assistance and not merely to fill the position.

Duties/Expectations:

The Assistant to the GVPAA shall utilize his/her expertise to create tools and resources that address the needs detailed by the GVPAA. The Assistant collaborates with the GVPAA to complete drafts of content, finalize resources, and develop dissemination plans. Some assigned tasks may include:

- Making and distributing toolkits for certain key audiences (i.e., Alumni Chapter Formation Guides)
- Developing educational materials related to alumni involvement
- Assist in education for all alumni Chapters on the Alumni Foundations Program (AFP)
- Gathering and packaging existing tools in a way that facilitates understanding and utilization
- Maintain open lines of communication with all alumni and alumni Chapters
- Assist in providing resources to alumni Chapters and potential alumni Chapters
- Oversee and organize the formation of new and reactivated alumni Chapters
- Create agendas and take minutes for meetings
- Gather data for projects
- Assist Alumni Affairs team members (GVPAA, RDAAs, PDAR)
- Review Constitutions & Bylaws for new alumni chapters chartering/reactivation

The Assistant to the GVPAA shall not make decisions on whether or not to move forward in pursuing a new tool or resource, but rather, bring ideas to the GVPAA for strategic input and a collaborative decision. It is the expectation that the GVPAA communicate with the Assistant no less than once monthly. Assistant position requires a volunteer time commitment of approximately ten hours per month.

Reimbursement:

The Assistant to the GVPAA will not receive a stipend, but rather, will be reimbursed for expenses that are associated with completing assigned tasks and have been pre-approved by the EC.