

## **LEADERS FOR LIFE COORDINATOR**

The Grand President (GP) shall recognize when the quantity of volunteers are too numerous and the ability to not only keep track of their involvement but to ensure continued follow-up is too consuming. The GP will recruit a Project Director known as the Leaders for Life Coordinator. The Leaders for Life Program was established in 2018, as a high-touch system to retain volunteers within the fraternity.

### **Qualifications:**

Qualifications to serve as Leaders for Life Coordinator include membership as a Student or Alumnus Brother and good standing within the Fraternity. It is highly recommended that the individual be effective with time management and that accepting this position would not interfere with personal or professional obligations. Candidates should be very organized and have the ability to keep track of dates and provide reminders as needed in the program operations.

Candidates for the position must submit an application for Coordinator to the Executive Director and GP for the EC's review.

### **Appointment/Term:**

The Leaders for Life Coordinator will be appointed by the Grand President according to the Fraternity's Constitution. The appointment shall last either two years 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. 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 Leaders for Life Coordinator shall be the director of the Leaders for Life Program. The Coordinator collaborates with the GP to complete the steps of the program. Some assigned tasks may include:

- Organize and announce new volunteer roles.
- Track submitted volunteers and provide lists to committee liaisons.
- Assist the Grand Vice President for Collegiate Affairs and Host Chapters with finding volunteers for Regional Conferences for the roles of facilitators and committee chairs
- Assist the Executive Council with finding volunteers for Grand Council facilitators and committee chairs
- Maintain a database of volunteers who are currently serving, those who have previously served and are interested in serving again, those who have previously served and are interested in serving at a later date, and those who at this time are not interested in serving.
- Assist and remind the Executive Council and other designated Brothers in performing high-touch follow-ups with volunteers.
- Provide accountability in the program.
- Keep Brother Profile volunteer database questions up to date.
- Develop strategies in collaboration with the Executive Council to keep the Leaders for Life program updated and efficient.
- Attend the Officer Training Retreat.