

PROJECT DIRECTOR FOR ALUMNI RELATIONS

The Grand Vice President for Alumni Affairs (GVPAA) shall recognize when there is a need to generate tools and resources to motivate collegiate and alumni Brothers to make ongoing, lifelong commitments to Phi Delta Chi. The GVPAA should assess the amount of work needed and develop a plan to form a committee or seek a Project Director for Alumni Relations.

Qualifications:

Qualifications to serve as Project Director for Alumni Affairs include membership as an 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 an electronic application for Project Director to the Executive Director and GVPAA for the EC's review.

Appointment/Term:

The Project Director for Alumni Relations 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 Project Director for Alumni Relations. 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 Project Director for Alumni Relations shall utilize his/her expertise to create tools and resources that address the needs detailed by the GVPAA. The Project Director 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)
- 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
- Collaborate with and assist the Alumni Affairs Team when needed

The Project Director for Alumni Relations 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 Project Director no less than once monthly. Project Director for Alumni Relations requires a volunteer time commitment of approximately ten to twenty hours per month.

Reimbursement:

The Project Director for Alumni Relations 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.