



Alpha Sigma Alpha Volunteer Position – Recruitment Leader - FSR

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 fully structured recruitment style as outlined in the National Panhellenic Conference Manual of Information. Additionally, the recruitment leader encourages and assists with continuous recruitment all year. 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 with academic year
- ◆ High-volume time periods may include August – October and/or January – March
- ◆ Visits chapters as necessary and as approved and directed by national headquarters staff
- ◆ Participate in volunteer rally
- ◆ Attend national convention & leadership conference

Primary Responsibilities

Policies and Procedures

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces Advisor Resource Series.
- ◆ Serve as an expert in recruitment, knowing and understanding each campus' recruitment style and the needs of the chapters in the region regarding 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 targets, spring targets and campus Total, 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 and Staff

- ♦ Work with region and national volunteers and national headquarters staff to provide resources and support to advisors and collegiate members.
- ♦ Provide progress reports to the assistant director of membership growth and region facilitator that include frequently asked questions, training needs, successes, best practices and areas of concern or improvement.
- ♦ Direct questions pertaining to specific chapter issues to the chief Panhellenic officer, region facilitator or appropriate region volunteer dependent upon the nature of the issue.

Interaction with Others (virtual):

Supervising volunteer:	Region facilitator
Staff liaison:	Assistant director of membership growth
Additional volunteers:	Panhellenic team
Constituents:	Collegiate vice president of recruitment Collegiate recruitment director Collegiate external recruitment director Collegiate internal recruitment director Recruitment advisor Chapter advisor
Other:	Chief Panhellenic officer

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

Alpha Sigma Alpha All-volunteer Competencies: accountability, adaptability, ASA knowledge, collaboration, commitment, communication, goal oriented, instills trust, self-development and time management

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

Training: Behind Happy Faces: Advisor Resource Series, onboard training by the assistant director of membership growth and online training videos on MyASA.

Financial Commitment: Support annual national alumnae dues program, contribute to the ASA Foundation annually and additional costs for the national convention & leadership conference if in attendance.

Delegate Status: The recruitment leader is a voting delegate at national convention & leadership conference.

Terms of placement: Placement is made for two years beginning June 1, 2025, and ends with the fiscal year on May 31, 2027. If a placement is vacated mid-term, an appointment is made to complete the term.