

**ALUMNAE CHAIR
OFFICER RESPONSIBILITY SHEET**

- _____ Maintain an updated list of chapter alumnae who live in the area, including professions and availability for chapter assistance.
- _____ Work to facilitate and encourage a positive relationship with alumnae and alumnae involvement through events and correspondence.
- _____ Coordinate the preparations of an annual alumnae newsletter.
- _____ Write thank you notes to advisors and alumnae who have assisted the chapter.
- _____ Educate the chapter about the roles and responsibilities of a Class Agent, and oversee the election of a Class Agent for each class during the first semester of that class's sophomore year. Create a list of Class Agents for your chapter.
- _____ Work with the VP-Fraternity Relations and alumnae group to ensure that Hall of Commitment occurs for graduating seniors.
- _____ Facilitate positive relations with the Province Alumnae Chair (PAC).
- _____ Educate seniors about the rights and responsibilities of alumnae membership.
- _____ Serve as a member of the Fraternity Relations committee.
- _____ Maintain a well organized folder, binder or file that includes everything someone would need to hold your office.
- _____ Train your successor.
- _____ Report to your committee chair (VP Fraternity Relations) regularly.