

Nashville Alumnae Chapter 2018 Volunteer Interest Indicator Form

In order to be considered for an office, you must be a dues paying member of the Nashville Chapter of Kappa Alpha Theta. Please read the job descriptions below, and click the link to take the interest indicator survey (includes additional positions/info – please visit the link!)

Thank you in advance for your time and commitment to serving your Nashville Theta sisters!

[CLICK HERE FOR INTEREST INDICATOR FORM/SURVEY](#)

Job Descriptions

Alumnae/Active Liaisons (Belmont and Vanderbilt)

- Works to establish a relationship with either Eta Phi (Belmont) or Alpha Eta (Vanderbilt) and corresponds with the chapter's alumnae relations representative regularly about chapter events where the alumnae may be of support (i.e. initiation, signature philanthropy events, finals time, recruitment, etc)
- Updates the chapter about news and events of the chapter for use in the e-newsletter.
- Schedules and coordinates one Jane Delony Dinner per semester if possible (dinner for a group of collegians, hosted in alumnae homes) – includes finding hosts, securing attendees and all communication relating to dinners

Assistant Treasurer

- Assists the treasurer as needed.
- Is familiar with all duties of the treasurer.
- Gives the finance report at meetings in the absence of the treasurer.
- Performs such other duties as assigned to her by the treasurer and/or chapter bylaws

Events Coordinator

- Develops and maintains a master calendar of alumnae chapter events.
- Along with the president, identifies chairmen for alumnae chapter events and series, including:
 - Founders Day
 - Fall Supper
 - thetaEDU (wine tasting, self-defense course, etc)

Membership Communications Coordinator

- Reconciles contact information of Thetas who pay dues online with the info that is in the Theta HQ database.
- Keeps a list of members' interest & involvement, as indicated on the dues

payment form.

- Facilitates marketing efforts by segmenting members by interest and other demographic parameters.
- Performs other duties related to the database as requested by the president.

Nominating

- Traditionally the chair of the nominating process is the immediate past president.
- Compile an interest indicator form and distribute to the membership.
- Assemble a committee, with the help of the president, to slate new officers.

Panhellenic Delegate

- Attends one meeting per month in the evening in Brentwood, September through May.
- Reports to the president and chapter important Panhellenic information.
- Gathers auction items for the Panhellenic scholarship luncheon, usually held in April/May.
- Assembles a table of Thetas to attend the scholarship luncheon.
- Assures Panhellenic dues are paid by the alumnae chapter treasurer.

Website Coordinator/Editor

- Updates and maintains the www.nashvillethetas.org website regularly and on-demand.
- Compiles articles of interest for the monthly Theta e-link newsletter.
- Must have knowledge of or be willing to learn to use MailChimp.

Young Alumnae Liaison

- Communicates with young alumnae primarily through the YA Facebook Group.
- Plans happy hours, dinners, and other special events for young alumnae (ages 22-35).