2011 ALUMNAE CONVENTION COORDINATOR

We are currently seeking applications for the 2011 Alumnae Convention Coordinator position. Full Position description follows below.

All interested persons should complete the OPA Volunteer Application and submit along with copy of resume by Jul. 1, 2010 to volunteers@omegaphialpha.org

OMEGA PHI ALPHA
POSITION DESCRIPTION

Title: Alumnae Convention Coordinator

General Purpose of Position:
The Alumnae Convention Coordinator will develop and execute the alumnae track for convention.

Classification: Appointment
Level: ABoD

Relationship to Other Jobs:

Appointed by: VP Alumnae Relations
Accountable to: VP Alumnae Relations
Support from: Convention Coordinator, Alumnae Board of Directors, VP of Business Operations, VP of Communications, Alumnae at large
Works with: ABoD, Convention Coordinator, VP Communications

Term of Service: 1 year beginning at the end of Convention, may be reappointed subject to yearly evaluation and other considerations.

Time Commitment: 5-10 hours a week, with peak times in the Spring

Required Qualifications: Must be a lifetime member of OPA in good standing.
Must be an alumna of OPA.
Must have attended an OPA convention in the past.

Preferred Knowledge/Abilities/ Experiences: Computer sills, use of the OPA Forum, past convention activities, public relations, good writing skills, ability to travel for site visit , large scale event planning skills

Duties and Responsibilities:
1. Oversee and develop alumnae track for convention.
2. Work with Convention Coordinator on site visits.
3. Plan Alumnae Luncheon
4. Work with Alumnae Societies Director for Alumnae Societies Induction planning
5. Work with Convention Coordinator and VP Communications on convention publicity planning
6. Plan alumnae outings
7. Set alumnae track schedule
8. Contact alumnae near convention site
9. Promote the alumnae delegate positions
10. Publicize the alumnae award and write Chevron articles about winners
11. Plan a senior ceremony for convention

Convention /Midyear Attendance required? Convention – Yes MidYear - No
Other Annual Meeting Attendance required? 2 ABoD Training Retreats, one per term

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I have read the position description and understand the responsibilities and duties of an Alumnae Convention Coordinator. I agree to fulfill them to the best of my ability. I understand my placement in this position is pending the successful completion of the nomination/application process, which may include a background check.

_____
Printed Name

_____ _____
Signature – Applicant Date

_____ _____
Signature – Supervising NEB member Date

Active Chapter: _____ Year of Activation: _____

Street Address: _____ State/Zip Code: _____

Home Phone _____ Work Phone _____

Fax Number _____ Cell Phone _____

Email / home _____ Email / work _____

Date of Birth: ____/_____/_____