

Alumni Director

Alpha Sigma Phi Fraternity

The following is an overview of the responsibilities associated with this role. This description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. Should you have any questions about the role of this officer, please contact Fraternity Headquarters.

Role:

- Member of the Prudential Committee
- Directly supervises Family Relations Director
- In conjunction with the Chapter Alumni Association, organizes at least one reunion event per year, typically during Homecoming, Founders Day or the chapter's chartering
- Promotes the Alpha Sigma Phi Linked In site as an opportunity for members to network with other Alpha Sigs
- Works with the appropriate officers to ensure that alumni are invited to significant events such as ritual ceremonies, recruitment events, formal dinners, etc.
- Develops a program for juniors and seniors to encourage retention and prepare brothers for the transition to alumni status
- Ensures that the Senior Service Ceremony is performed at the conclusion of every term in which a member graduates. This would include ordering monogram pins from Fraternity Headquarters at least two weeks prior to the ceremony
- Orders graduation cords from Fraternity Headquarters, at least two weeks prior to graduation
- Seeks membership referrals from alumni annually
- Communicates at least monthly with the Chapter Alumni Association President
- Produces at least two alumni newsletters annually
- Leads by example
- Prepares and organizes transition materials/binder for replacement