

Alumnae Engagement Committee

Project Team Name	Commitment & Requirements	Expectation	Team Lead or PM Time Req
Alumnae Engagement Committee	1 Year 5-10 hours a month, varying with number of General Chapter Members with each chapter	<ul style="list-style-type: none"> • Call and engage with members • Re-engage members and update contact information • Inform and connect members to the opportunities the sorority has to offer 	1 Year Team Lead: 5-10 hours a month start, 2-3 ongoing progress PM: 2-3 hours a month

Statement of Work: The Alumnae Engagement Committee works together to find and engage lost individual initiated members of the sorority. The committee members call and engage in conversation with members of their own chapters to learn about their lives and experience. Committee members take information learned in conversations with members to help find a next level engagement points to tie the member back to the organization. A report of progress on contacting members will be made monthly to either a Project Manager or a Team Lead, depending on assigned role. There are 3 Project Managers/Committee Chairs over the team. Team Leads will be assigned to one of these 3 Project Managers. General Chapter Members will be assigned to a Team Lead.

An one-hour onboarding training is necessary. Available for ongoing update conference calls with full committee or Team Leads on progress as necessary.

Time Commitment: The time commitment for the team is 10-15 hours a month for 1 year minimum. Team Leads requested time commitment is 10-15 hours a month for 1 year minimum. Project Manager(s) requested time commitment is 5-8 hours a month for 1 year minimum.

Communication/Reporting: Each Team Lead reports the overall progress to their Project Manger (PM) of each of their assigned chapter team monthly. Each individual General Chapter Member reports the overall progress of their chapter to their assigned Team Lead. All reporting will be done via email. Conference calls on progress will assigned as necessary.

Team Lead Duties:

- Call and engage with assigned chapter members with a higher affinity to the organization.
- Use “Volunteer Recruitment Script” as a guideline to find a potential committee member.
- Explain the purpose of the committee and how it helps tie into the strategic plan.
- Monitor ongoing progress of assigned committee members and help if necessary.

General Chapter Member Duties:

volunteer project teams

- Call all members of their own chapter.
- Use assigned script as a guideline to engage with chapter members.
- Update information, gauge interest in other opportunities such as joining an alumnae association, volunteering, or donating to the Foundation.