



KKG Greater Pittsburgh Alumnae Association Volunteer Positions

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Eligibility

Members in good standing are eligible to hold a board officer, chairman, or committee position. In accordance with the Greater Pittsburgh Alumnae Association *Bylaws* Article III, Section 2. “A member in good standing shall be one who has met the requirements of the Fraternity *Bylaws*, *Standing Rules*, and *Policies* and has paid her annual association dues.”

If you are interested in any of these openings, or would like to volunteer in some other capacity, please reach out to PittsburghKKG.SpecialCom@gmail.com.

Commitment

The term for each position is 1 year, or until her successor is installed. Elections typically take place by April 30th of every year, and new officers and/or chairmen are installed by July 1st. Attendance at all GPAA Membership and Executive Board Meetings is expected by all Officers and Chairmen, which usually take place approximately every quarter. Reports should be submitted to the Secretary by the deadline requested. Committees should meet on an as-needed basis at the discretion of its Chairman.

Executive Board Positions

The President, Secretary, and Treasurer are slated by the Nominating Committee and voted into office by the membership body. All other positions are appointed by the President, subject to Board approval.

Elected Positions

President

- Preside at all meetings.
- Supervise planning of the program.
- Supervise the work of other officers and committees.
- Hold election of officers prior to April 30 of each year.
- Appoint, subject to the approval of the Executive Board, chairmen and committees as may be necessary.
- Appoint each year, at the time requested, the Membership Reference Chairman.
- Keep in contact with the District Alumnae Relations Specialist and send to her and/or Fraternity Headquarters any forms, reports or information by their due date.
- Attend Convention in even years as the Association delegate

Secretary

- Prepare and distribute meeting agenda prior to GPAA board meetings.
- Record the minutes of all meetings.
- Keep the historical records and maintain the archives of the association.
- Send by February 1, to the District Alumnae Relations Specialist, the association program for the current year and a directory or list of all local dues-paying alumnae with their addresses.
- Maintain a file of all local alumnae with their addresses.
- Identify and secure award pins for any eligible 50-, 65- and 75-year Kappas who are interested in being honored by the association.
- Send to the District Alumnae Relations Specialist and Fraternity Headquarters any change of officers or their addresses.

Treasurer

- Keep the financial records of the association.
- Submit IRS postcard prior to November 15.
- Collect association dues and send the per capita fees and an electronic alphabetized list of dues-paying members to Fraternity Headquarters on or before December 1.
- Send additional fees for new members, along with their names, before April 1.
- Disburse funds as required and keep an accurate account of all receipts and disbursements.

- Prepare the annual association budget and have charge of the operation of the budget under the supervision of the Executive Board. Budget may be sent to the Alumnae Relations Specialist, if desired.
- Prepare and send a yearly financial report on forms available on the Fraternity website to the Alumnae Relations Specialist by May 31.

Appointed Positions

Chapter Liaison

- Serve as liaison between GPAA and the 4 local collegiate chapters (Gamma Rho - Allegheny College, Gamma Epsilon - University of Pittsburgh, Delta Xi – Carnegie Mellon University, Zeta Lambda – Washington & Jefferson College). Stays informed of their events where alumnae presence is requested, such as for Initiations, Founders Day, and Senior Bridging.
- Coordinate the giving of gifts to chapters
- Coordinate volunteers for ongoing support of Advisory Boards and House Boards

Membership Development

Chairman

- Maintain a current list of dues-paying members in cooperation with the Secretary and the Treasurer.
- Greet and introduce newcomers at meetings and in the community.
- Examine your association's galley. Identify age groups that are dues-paying members and age groups that are not paying members.
- Work with the Program Chairman to identify membership demographic so as to make the programs relevant to every generation.
- Form a committee to call every alumna listed on the galley to verify contact information and invite them to become a member.
- Send galley changes to Fraternity Headquarters.
- Contact Owls Out On a Limb. Owls Out on A Limb are women who move into an association's area and contact the Fraternity asking to be connected to the association. The association President receives the owl's name and contact information. Contact these interested Kappas and invite them to attend the next event, confirm their contact information and send them the most recent newsletter and directory. Often these Kappas make outstanding, involved members since they have reached out to the Fraternity.
- Maintain historical records of your membership and follow up with Kappas who previously paid dues but not in the current year. Encourage them to join and remain a member in good standing.
- Verify that association officers and those serving as advisers and House Board members have paid their dues.
- Oversee and delegate tasks to committee members as needed

Committee Members

- Assist Membership chair with engaging local alumnae and encouraging dues-paying membership in the GPAA, which may include direct outreach by making phone calls to members of the Galley to get updated contact information and invite to upcoming events
- Assist Membership chair in analyzing the Galley to identify geographic and demographic makeup of the local alumnae population, and make recommendations for programming and outreach efforts accordingly

Membership Reference Chairman

- Submit references for collegiate/college-bound women from the greater Pittsburgh area who request a reference for Kappa Kappa Gamma prior to their participation in their school's formal recruitment period

Night Owls Chairman

- Plan Night Owls events to encourage networking and socializing among younger working alumnae
- Coordinate with the Programming Chairman to ensure that event schedules do not conflict

Panhellenic Delegate

- Serve as the Kappa Kappa Gamma delegate to the Pittsburgh Alumnae Panhellenic organization
- Attend PAP meetings as required (monthly during the academic year)
- Assist in the planning and execution of the annual PAP Scholarship Benefit Luncheon, including serving as the primary point of contact for reserving Kappa tickets and organizing any materials or donations on behalf of the GPAA
- This role may also include serving as an officer or chairman on the PAP Board on a rotational basis, as well as serving on PAP committees

Philanthropy

Chairman

- Plan and execute GPAA philanthropy and fundraiser events
- Oversee and coordinate GIRLS Academy application and/or execution (GIRLS Academy Positions sub-section for roles specific to this program)
- Organize donation collections
- Organize volunteer events with local non-profits
- Be familiar with the Kappa Kappa Gamma Foundation
- Work with the Programming Chairman to incorporate philanthropy into events as appropriate
- Make recommendation for annual giving of philanthropic funds to be voted on at membership meetings
- Oversee and delegate tasks to committee members as needed

Committee Members

- Assist with the planning and execution of philanthropy events and volunteer activities
- May take on point of contact roles throughout the Greater Pittsburgh area to collect donations, connect to local non-profit organizations, local schools, libraries, etc. as needed
- Work with event programming to integrate philanthropic efforts into ongoing event programming

Programming

Chairman

- Oversee the planning and execution of the Association's annual event calendar
- Work with the Membership Chairman to understand the demographics of the local alumnae population in order to offer programming that is relevant to alumnae of different groups
- Oversee and delegate tasks to committee members as needed

Committee Members

- Assist Programming Chairman in planning and executing local area events
- Reach out to members of the Kappa community and community at large to identify speakers for events, people who can provide services (such as fitness instruction, cooking lessons, spa & beauty, etc.) for either philanthropic events or for paid events
- Reach out to members of the Kappa community and community at large to identify spaces for private and public events

Public Relations & Communication

Chairman

- Oversee overall GPAA public relations strategy and ensure that communications and messaging remain consistent with Kappa values, are timely and relevant, and promote GPAA events
- Work with Officers and Chairmen to develop communications for mailings as needed (electronic and postal mail)
- Coordinate and create the annual Fall newsletter
- Oversee and delegate tasks to committee members as needed
- Submit photos and/or social media posts to the Fraternity social media account for feature
- Maintain and update the GPAA website on GIN system to keep current with information, leadership roster, and photo albums

Committee Members

- May be delegated administrator roles across various social media platforms, assist with campaign planning, creating graphic media, photographing events, etc.

Social Media Chairman

- Administer social media accounts and manage social media campaigns
- Work with Officers and Chairmen on special social media campaigns

Special Committees

Founders Day Chairman & Committee

- Plan and execute annual Founders Day celebration to take place on or near October 13th

Interest Group Leads

Interest Group Leads coordinate events for an Association interest group by determining dates and times, locations, topics, etc. as needed. This can be decided as a group and doesn't automatically commit the lead to attending or hosting every event. Groups may include, but are not necessarily limited to: Book Club, Cookbook Club, Day Owls, Hiking Club, and Kappas With Kids.