



Program Chair Job Description and Expectations

I. General Description

Program chairs are appointed by the National President and approved by the Board of Directors and the National Student Advisory Committee. Program chairs and regional chairs are members of the National Operations Council, which is led by the National President and National Vice President, with the National Executive Director as a member. Program chairs are responsible for the continuation, further development, implementation, and evaluation of programs within their respective areas, while supporting the National Strategic Plan.

The program chair is the leader of the area of programming for the Fraternity. In that respect, they should act as the point person for committees and sub-committees within their programming area. They will work to ensure that all areas of the program, for which they have responsibility, are operating efficiently, with the strategic goals of the Fraternity in mind, and they will effectively support the program through task delegation and completion. Program chairs are expected to work collaboratively with other program chairs and regional chairs to implement and support their assigned programs for the benefit of all Fraternity stakeholders.

II. Overall Commitment

- ❖ Act as the chairperson of the area you are designated to oversee including growing the program, addressing related issues and concerns, evaluating program success and supporting future planning
- ❖ Willingly and constructively support and execute the National Strategic Plan of Alpha Phi Omega
- ❖ Work in a positive and productive manner to develop, promote, and strengthen the Fraternity through national programming
- ❖ Become a positive and productive advocate for ensuring the continued protection of the core values of Alpha Phi Omega
- ❖ Actively and constructively engage in facilitating and promoting the Fraternity's national programming
- ❖ Be a professional, positive, and appropriate role model of Alpha Phi Omega in a leadership role both in person and online
- ❖ Spend appropriate time to advance program to meet expectations

III. Financial Commitment

- ❖ Expect to spend between \$2,000- \$10,000 per year in total (This includes travel, conference fees, gas, wear and tear on cars, materials, hotel costs, convention support, meals, etc.)
- ❖ It is required that you donate to the Torchbearer Fund as a minimum level. It is strongly recommended that you donate at the Silver or Gold Torchbearer levels or higher.
- ❖ You are responsible for your share of National Operations Council meeting expenses. These will be sent out in a bill by the Fraternity's Director of Finance as needed.
- ❖ *Note: There are limited dollars available to cover these expenses for those members who can show a financial hardship. The application to receive this benefit is available through www.apo.org. Funding is limited to \$750 per officer in a calendar year.*

IV. Attendance Commitment

- ❖ National Convention
- ❖ National Volunteer Conference

- ❖ Committee meetings, as determined by chair (virtual, in person, etc.) for your assigned area of program
- ❖ National Operations Council meetings
- ❖ Other National Operations Council work sessions as determined by the President

V. **Communication Commitment**

- ❖ Provide a written report of activities and goals within the program twice a year, January 15 and June 15.
- ❖ Maintain regular and appropriate communication via phone and email (24-72-hour response time).
- ❖ Maintain appropriate timely communication and information with volunteer staff to facilitate continuing support of national programs
- ❖ Provide monthly updates to the National Vice President, as requested
- ❖ Serve as a partner, beneficial resource/facilitator to assist National Office and volunteer staffs in communicating with one another
- ❖ Be open and willing to collaborate with National Operations Council members for the greater good of the Fraternity
- ❖ Be able to lead workshops, webinars, and information sessions, as needed.
- ❖ Promote program and the Fraternity via social media

VI. **Volunteer Staff**

- ❖ Build and maintain a diverse committee structure utilizing both existing and new volunteers, who strive to improve the Fraternity and its programs.
- ❖ Educate, support and inform volunteers in order to create an environment of leadership growth and development within the program
- ❖ Recognize the accomplishments and work of those volunteers supporting and growing the program
- ❖ Actively work to engage recent graduates as volunteer leaders across the Fraternity
- ❖ Encourage your volunteers to participate in the torchbearer (annual giving) programs.

VII. **Program Specific Descriptions:**

In addition to the general requirements listed above for all program chairs, a program chair is also responsible for developing, implementing and/or improving a plan to achieve the strategic goals of the Fraternity, with the additional program-area specific requirements, as follows:

A. **Alumni Relations**

- » Work to engage alumni members through programming and networking
- » Ensure alumni association renewals and bylaws are reviewed in a timely manner
- » Oversee recognition of alumni through national awards
- » Work with the Volunteer Development Program Chair to coordinate programming and alumni opportunities that further alumni engagement through fraternity volunteerism

B. **Education & Operations**

- » Develop an educational structure for all members in the Fraternity
- » Expand and improve online learning opportunities based on the needs of our members
- » Coordinate with other program chairs for the creation and implementation of effective and transferrable learning content

C. **Extension**

- » Grow APO's presence on college campuses through chartering/re-chartering chapters
- » Establish a process that promotes best practices and sustainable operations post-chartering
- » Ensure processes and volunteers are in place for the successful implementation of extension programs
- » Work with the Education & Operations Program Chair to create and improve the training and education available to extension officers and volunteers
- » Coordinate with the Membership Program Chair to create and implement extension programming that establishes more healthy, happy chapters on more campuses

D. International Relations

- » Oversee international extension in Canada, along with the Canadian Extension Task Force
- » Serve as lead person for international interest and communication with ICAPO and APO Philippines
- » Work with the Education & Operations Program Chair to ensure learning resources for international development/extension are available

E. Leadership

- » Ensure processes and volunteers are in place for the successful implementation of leadership programs, including, but not limited to, APO LEADS
- » Lead the Fraternity in continually evaluating and revising leadership program content, and its relevance to today's members
- » Work with the Education & Operations Program Chair to ensure leadership development programming continues to develop and meet the educational needs of the membership

F. Meetings & Conferences

- » Develop and support the delivery of consistent, high-quality conference curriculum
- » Coordinate with National Office staff on location selection and contracting
- » Work with Region and Section Chairs to enhance the quality of conferences
- » Work with the Education & Operations Program Chair to ensure effective coordination of conference curriculum, and use of the learning management system

G. Membership

- » Ensure that APO continues to increase the number of students in chapters
- » Work to maximize the number of chapters in good standing
- » Implement a process that promotes best practices for sustainable chapter operations
- » Collaborate with Region Chairs to improve the health of chapters
- » Minimize the number of chapters declared null and void
- » Ensure processes and volunteers are in place for the successful implementation of membership programs by coordinating with the Alumni Relations and Volunteer Development Program Chairs.
- » Work with the Education & Operations Program Chair to establish member and officer education that positively influences chapters and supports healthy, happy chapters

H. Service

- » Work to engage chapters and extension groups in national service initiatives, such as National Service Week and Spring Youth Service Day
- » Ensure the Fraternity is appropriately marketing, and meeting the terms of memoranda of understanding with partner organizations
- » Serve as point person to investigate, recommend and communicate with potential new partners, that the Fraternity seeks and/or that seek the Fraternity.
- » Work with the Education & Operations Program Chair to ensure educational materials are available to help chapters and extension groups improve their service programming

I. Volunteer Development

- » Continue to grow the number and quality of alumni actively supporting the Fraternity through volunteer roles
- » Broaden the scope of continuing education available to alumni
- » Work with the Meetings & Conferences Program Chair to facilitate the planning and execution of the National Volunteer Conference
- » Work with the Education & Operations Program Chair to ensure the Fraternity's educational opportunities for alumni volunteers improve the skillsets and grow the number of engaged volunteers