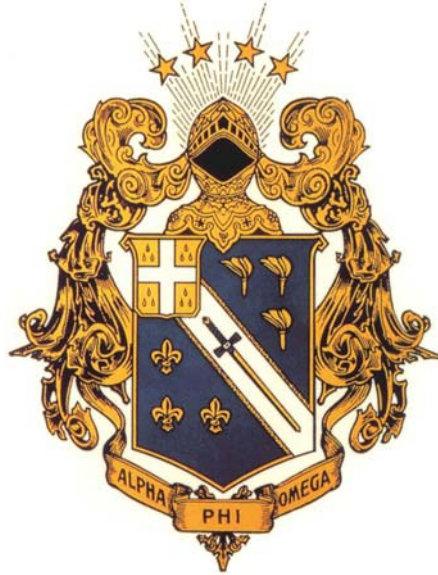


Alpha Phi Omega's



Volunteer Opportunities

They Are What You Make Them!

**4th Edition
September, 2003**

Welcome to the exciting role as a volunteer with Alpha Phi Omega!

Alpha Phi Omega thrives because of its volunteers and
could not exist without them.

There are many ways for one to participate in Alpha Phi Omega.

An Introduction to Alpha Phi Omega

Alpha Phi Omega is a National Service Fraternity with the active chapters at more than 350 universities and colleges nationwide. The purpose of the fraternity is to assemble college students in a national service fraternity in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America; to develop leadership, to promote friendship and to provide service to humanity; and to further freedom that is our national, educational and intellectual heritage. The Fraternity was founded on the principles of the Boy Scouts of America. Scouting affiliation is not a requirement to join the Fraternity; however, many chapter service programs include activities with Scouting and other youth services organizations.

Membership in Alpha Phi Omega is open to all enrolled students and is as diverse as the college population itself. Currently there are approximately 15,000 active chapter members with over 250,000 living alumni. Alpha Phi Omega is the single most representative undergraduate intercollegiate organization in the United States of America. Each chapter, operating under the National Bylaws and Standard Chapter Articles of Association, recruits its own membership, selects its leadership and develops its service program. University or college approval is required for each chapter to be in good standing with the National Fraternity. Nationally, Alpha Phi Omega is governed by a biennial convention composed of student delegates from each chapter. Voting delegates at each convention consider legislation; elect a volunteer National Board of Directors and set fees and priorities. The National Office in Independence, Missouri, provides supplies and other resources and coordinates national educational programs, such as leadership development workshops, service exchanges and national programs.

Alpha Phi Omega's goals are contained in our Vision and Mission Statements that follow on the next page. They sum up what we, as an organization, are striving towards

The Vision and Mission of ΑΦΩ

Our Vision Statement

The National Board of Directors approved this vision statement in February 2003 based on recommendations of the 2002 national convention.

An all-inclusive collegiate Fraternity, Alpha Phi Omega is committed to being the foremost student-run fraternity in developing lifelong leaders, instilling lasting friendships, and fostering a lifetime of service to all people.

Our Mission Statement

The National Board of Directors approved this mission statement in February 2003 based on recommendations of the 2002 national convention.

- To strengthen the presence of Alpha Phi Omega on college campuses and among its members;
- To support the spread of the Fraternity's principles and activities on college campuses and among its members;
- To provide opportunities for its members and college students to develop effective leadership skills;
- To promote fellowship among all people;
- To provide service to humanity; and
- To further our acknowledged freedoms.

Why Volunteer?

Why do people choose to give their time to Alpha Phi Omega as a volunteer?

We asked this question of many of our current volunteers and their responses may help you understand not only what motivates those who work with you but may also illuminate your understanding of our purpose:

A desire to make a difference with their life

Most of us wish to do just that. Surely nothing could be more deadening to the human spirit than to reach the last part of life without being sure of having made a difference. Our volunteers believe they are making a difference by helping to assure the success of our Fraternity.

A concern about the future

It isn't the easiest thing to care about. Most of us are kept very busy with today's problems. But if you care about the future of our country, volunteer service in Alpha Phi Omega is quite satisfying. One of the best ways to have a hand in shaping the future is to help shape the young people who will ultimately own it.

A belief in the principles of Alpha Phi Omega

If you believe the principles of leadership, friendship and service are worth strengthening and spreading, then Alpha Phi Omega is a cause worthy of your gift of time.

A desire to be involved in a volunteer service that is unique

Alpha Phi Omega is different and therefore refreshing. The skills you use in your work may be helpful to your volunteer service and vice versa, but it won't just be more of the same.

An enjoyment of relationships with unique and spirited people

We have many, all serving a common cause, and it shows in our relationships with each other. We know why we are here, and we are enthusiastic about what we are doing. Alpha Phi Omega may have met a need for you as a college student. It can still do that and you can share with others what you experienced as a Brother. Or you may be discovering this unique organization for the first time post-college.

Alpha Phi Omega depends on its volunteers to provide to our chapters with programming and support. It is important that alumni and those just discovering the fraternity serve as volunteers. Alumni have a special understanding of the operations of the organization, especially at the chapter level. Those new to the organization are able to provide a new perspective as well as variety of different experiences.

As always the rewards you will receive from doing any form of volunteer service remain the same: a child's smile, a skill learned, a sense of satisfaction derived from a job well done for others and an opportunity for personal growth and leadership.

In order to help the Fraternity to recruit alumni volunteers, a statement on alumni volunteerism has been developed and is presented on the following page. If you are an Alpha Phi Omega alumnus, please take the time to look it over and think about its call to service.

Statement on Alumni Volunteerism within Alpha Phi Omega

(As approved by the National Board of Directors, February 10, 2001)

Alpha Phi Omega is a national service fraternity governed by college students with the assistance and support of dedicated alumni volunteers. Alumni volunteers provide service on a chapter, sectional, regional or national basis. Alumni volunteers are elected by the active chapters, or are appointed to positions by elected volunteers. All volunteers are expected to coordinate their work through the appropriate electing or appointing body.

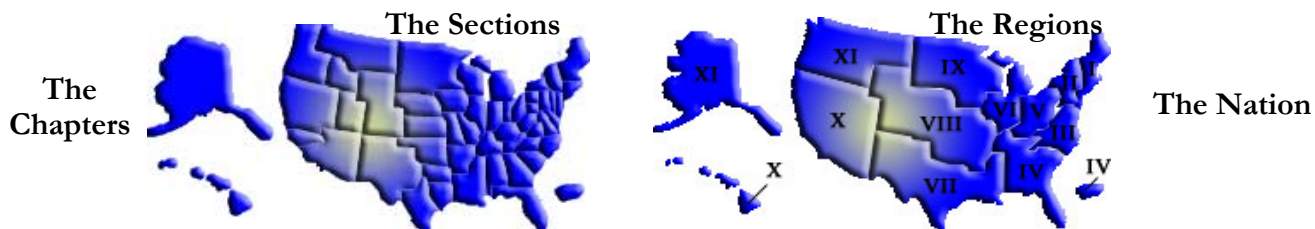
The Fraternity actively encourages all alumni brothers to become volunteers, particularly those alumni who have special skills and interest in areas that benefit the Fraternity as a whole. Pledges and active brothers should have opportunities to learn about the importance of proper alumni roles in the activities of the Fraternity. To maximize the value of new member education programs, direct and appropriate contact with alumni brothers is encouraged.

As a leadership development organization, Alpha Phi Omega volunteers have a responsibility to identify, to recruit, and to train others with the goal of developing a strong, dynamic, and expanding alumni leadership base. It is vital that all volunteers receive appropriate training to maximize the benefit to the Fraternity.

Every alumni brother can support the growth of Alpha Phi Omega. Should personal constraints prohibit direct involvement, alumni can assist the fraternity in a variety of ways, including but not limited to: encouraging students to pledge, using their leadership skills to assist other volunteer organizations, and providing financial gifts to the fraternity.

How Can I Help?

The Fraternity is administered at four levels and the multiple volunteer opportunities at each will be described.



The first and the most fundamental level is that of the individual chapters. Each and every chapter looks for volunteers that would be willing to serve as advisors, help with projects and numerous other instances. These opportunities differ from chapter to chapter, as each one is unique. The second level is the section. Chapters are geographically grouped together to form sections. The section is the most local organizational entity beyond the chapter and usually contains about 5-10 chapters in a contingent geographical area. Each section is headed by an elected Section Chair who is elected by the chapters in the section. A Section Chair has a staff of volunteers to help him or her with their responsibilities. The majority of the volunteer opportunities are at the section level.

The third level of organization is the regional level. Sections are grouped together to form eleven geographic regions, each led by a Regional Director who serves a two-year term on the National Board of Directors. The chapters in each Region elect the Regional Director as described in our National By-Laws. Each Regional Director is responsible for supporting and promoting activities within his or her region. A Regional Director also has a staff of volunteers to help him or her with their responsibilities. These volunteers also usually serve on National level committees, the fourth level of organization

In all of the volunteer roles that follow you will probably be asked to be each one of the following at some point:

- **Communicators** – In this age of electronic communication, alumni volunteers can make the information work for the chapters by helping them take advantage of opportunities most relevant to them and helping them to understand and see the possibilities than can explore through Alpha Phi Omega. You are also a link between the Brothers you are helping and the elected officials who are charged with running the Fraternity.
- **Facilitators** – You will provide assistance to Brothers to further the principles of Leadership, Friendship and Service. This may include presenting workshops to chapters or at conferences, preparing written materials for chapters and organizing various types of events at many levels.
- **Resources** - This is often the most important role of a volunteer. Volunteers provide valuable resources by sharing their wide experiences and network of personal contacts within and outside of Alpha Phi Omega. Also encourage chapters to use ALL resources. Keep the web address for the national website handy as a valuable resource – <http://www.apo.org/>
- **Counselors** – As active members become more familiar and comfortable with you, they may come to you for advice. We suggest that instead of advice, alumni volunteers should provide information and suggestions to facilitate responsibility and learning.

- **Administrators** - This may be the unpleasant part of volunteering but it is your responsibility to make sure the brothers fulfill their obligations with the National Fraternity and comply with all rules, regulations and policies of the National Fraternity.

All volunteer appointments are mutually agreed upon by the responsible elected Chair/Director and volunteer involved. Usually all staff appointments expire with the term of the Section Chair and/or the Regional/Program Director.

Prospective volunteers should have in mind specific areas, ideas or projects that they wish to pursue. In fairness to those with specific objectives and aims towards Region or Section activities, the goal or desire of simply “being on Staff” is not sufficient, by itself, to warrant an appointment. Activity on the Section level is highly recommended as a precursor to joining Region Staff. This allows one to learn about staff roles with a lighter commitment in terms of travel, communication and conference expenses. Having greater contact with Chapters and local activities is also seen as a desirable experience of someone first serving on a Section Staff.

As an alumnus volunteer, any role as an alumni staff volunteer differs tremendously from being a chapter member or officer. Alumni volunteering involves supporting chapters because we want to ensure that active members have a positive experience with Alpha Phi Omega. Opportunities to share fellowship with each other and the active members must be tempered by self-discipline to set a good example and remember that we are representatives of the National Fraternity or the institutions we represent as advisors.

The key quote to remember is brought to the attention of new actives during their activation/initiation ceremony, when the Chapter President says:

“To thine own self be true... therefore, yours is a great responsibility.”

Thus it is important for all volunteers to remember the same thought.

To be a volunteer is to take responsibility both for yourself and the job you decide to do. This is not to say that the Region/Program Directors and Section Chairs do not care what you do. We simply acknowledge that this is a volunteer organization, which necessitates that we each function with a minimum of interference and with a reasonable amount of communication flowing both ways.

The following sections hopefully will give you a general description and responsibilities of each volunteer role. Please remember, that these descriptions and responsibilities are not set in stone and vary from region to region depending upon the region’s needs. You may have one or several jobs when working as a volunteer. Whatever you choose, make sure you can meet the responsibilities of your job(s). Do not take on too much work!

Volunteer Opportunities at the Chapter Level

Chapter Advisor:

Each chapter is required by the National bylaws to have a minimum of four advisors. Two of these advisors are required to be on the faculty or staff of the sponsoring institution, one must be from the local community and the fourth must be a scouting/youth services advisor. Advisors can help the chapter with every aspect of its programming. The goal with this requirement is to help create a multitude of resources for the brothers of the chapter. A faculty advisor can help secure meeting space on campus for an event and with working along side other organizations and policies within the university. A community advisor can help provide contacts in the community for service project and a scouting/youth services advisor can help arrange and facilitate projects with youth groups.

If you work on a campus, are a member of the local Lions or Rotary Club or a scoutmaster, becoming a chapter advisor could be a great fit! Some chapter advisors are alumni who were active members when they were in college. However, many chapter advisors were not. If you are not an alumni of the Fraternity, the chapter will help you learn about the organization as a whole.

Visit the Alpha Phi Omega web site at www.apo.org to locate the Region that you are residing in to find the name and address of the Regional Director. The Regional Director or their appointee will help you contact a chapter near you.

What are the responsibilities of an advisor?

- Participating in chapter meetings, projects and/or other activities to get to know the chapter leaders and programs
- Being approachable to answer questions
- Participating in chapter, sectional, regional and national activities as you are able
- Participating in chapter ceremonies, banquets or other special events
- Encouraging in effective planning of individual projects and at least an annual review of chapter service, fellowship and leadership development programs
- Sharing the knowledge of current opportunities for service projects and leadership development
- Assuring adherence on the part of the chapter to school and national fraternity requirements
- Encouraging to members to assume responsibility and learn new skills
- Attending at Advisory Committee meetings
- Providing budgetary oversight

What is the time commitment?

1+ hours per week plus attendance at chapter special events throughout the year.

Who does this person report to?

In this role, you report to the Advisory Committee chair who is usually a senior advisor that is experienced with this role and the Chapter itself.

Volunteer Opportunities at the Sectional Level

Each section has its own staff and members. The organization of the Section staff is largely up to the discretion of the Chair who must assess the needs and resources available. The Chair may also appoint a Vice-Chair and other Sectional staff members as they see fit. You can volunteer to serve in one of these appointed positions or work on committees run by appointed staff members. You will have certain responsibilities as a staff member as well as the guidelines and goals that may be established at the beginning of your job but your main goal is to act as a resource for the chapters and other staff.

Section Chair

The Fraternity's bylaws (Article X, Section 2) provide for the election of a Sectional Chair for a one-year term. "Election shall be by majority vote of those chapters present and voting at a Sectional Conference." The Chair is responsible for the maintenance and growth of Alpha Phi Omega within the section. Developing and giving leadership to programs which will assist chapters in their operations and which will lead to the establishment of new chapters is a major objective. More specifically, the position's responsibilities include, but not limit to, those items listed below. It should be noted that travel on a frequent basis is required.

What are the section chair's responsibilities?

- Communicating regularly with the Regional Director
- Knowing and upholding Alpha Phi Omega's National By-Laws and Standard Chapter Articles of Association, Membership Policies and Risk Management Policy
- Establishing and maintaining an active relationship with every chapter and its chapter officers
- Establishing and maintaining an active relationship with every chapter's advisory chair and other advisors
- Recruiting and developing a Sectional Staff, including Vice-Chair, Sectional Committee Chairs and Sectional Representatives
- Ensuring the regular Communication between the chapter's presidents, advisory chairs and sectional staff on a periodic basis
- Maintaining records on the condition of each chapter and petitioning group and keeping the Regional Director informed of the status of each chapter within the section
- Ensuring that each chapter complies with the requirements established for it to be recognized as an active chapter
- Personally visiting each chapter at least once each academic year
- Ensuring that a Sectional Conference occurs at least annually and working with the host chapter as a resource and support person
- Communicating the concerns of the chapters to the Regional Director and the National President
- Assisting chapters with the resolution of specific problems, as required
- Encouraging chapters to conduct as well as complete the H. Roe Bartle/Annual Chapter Program Review process.

- Encouraging full participation in Sectional, Regional and National Conferences, workshops and seminars and foster inter-chapter activities
- Encouraging full participation National Service Week and the national Leadership Development Program
- Assisting with the formation of new chapters
- Attending sectional/regional/national conferences
- Attending as many chapter events as possible including ceremonies and other formal events
- Maintaining a roster of sectional staff, regional staff and chapter officers and distributing it to all chapters and staff

What is the time commitment?

8+ hours per week plus attendance at all-day Sectional Conferences and Chapter events throughout the year

Who does this person report to?

To serve in this role, you are ELECTED by the chapters in the section at a Sectional Conference (usually held every spring). You will also be required to work with the Regional Director for administrative functions and to promote national and regional programs.

Note:

Since this is an elected position, it is suggested that you volunteer in an appointed sectional role first before running for this position.

Sectional Vice-Chair:

The duties are different from year to year and are assigned by the Section Chair. The Vice Chair is the back up for the Section Chair in case something comes up and they are not readily available. He/she is responsible for assisting the section chair in the maintenance and growth of Alpha Phi Omega within the Section at the Chapter level. Some travel in this role may be required.

What are the responsibilities of the vice-chair position?

- Communicating with the Section Chair at least once a month
- Establishing and maintaining an active relationship with all Chapter Presidents and other Chapter officers, as deemed necessary, within the Section
- Ensuring a continual flow of information between chapters in the Section and staff
- Assessing the health and viability of each active Chapter and keeps the Sectional Chair informed
- Assisting in providing opportunities for inter-chapter activities within the Section
- Ensuring that Chapters are abiding by the National By-Laws, Standard Articles of Association and other policies. Report any apparent infractions immediately to the Sectional Chair

- Visiting chapters he/she is responsible for at least twice a term
- Attending the initiation, activation, and banquets of chapters, for which he/she is responsible
- Promoting attendance at and attending Fall/Spring Sectional Conferences
- Promoting attendance at and attending Regional/National Conferences
- Promoting Life Membership
- Encouraging participation in National Service Week and other national programs
- Preparing an annual written report for submission at the Sectional Conference
- Being responsible for additional tasks that may be assigned by the Section Chair

What is the time commitment?

4+ hours per week plus attendance at all-day Sectional Conferences and Chapter events throughout the year

Who does this person report to?

In this role you report to the Section Chair.

Sectional Representative to a Chapter

This is one of the most important positions on staff, the "heart" of staff, if you will. The Sectional Representative is the face of the National Fraternity to the chapter and its members. This position helps the Section Chair keep in contact with individual chapters and it is also mandated by the National Bylaws. Some travel may be required in this role.

What are the responsibilities of a Sectional Representative?

- Attending chapter meetings and events on a regular basis (at least once per month) and updating the Section Chair on the size and strength of the chapter
- Reporting to the Section Chair and changes of the chapter officers and their contact information
- Informing the Section Chair to upcoming service projects, ceremonies and other special events that the chapter is planning
- Attending ceremonies and reporting the number of pledges/activated brothers to the Section Chair
- Informing and reminding the chapter of upcoming events, deadlines and dates
- Getting to know chapter members and advisors
- Listening and watching for signs of problems/conflicts
- Reporting immediately to the Sectional Chair any apparent violations of Membership Policies or Risk Management Policies
- Helping the chapters obtain / use advisors

- Keeping in touch with the chapter president or other contact person every two to four weeks via phone, e-mail, mail, etc.
- Preparing a bi-yearly report on the status of the chapter
- Attending sectional/regional/national conferences
- Assisting chapters with National reports
- Serving as an impartial outside observer and handles immediate chapter concerns and questions when necessary
- Keeping the section chair up date with chapter activities and acts as “expert” on the chapter
- Encouraging prompt Chapter reporting to National Office (AAMD’s, Pledge and Initiate Fees, etc.) and encouraging compliance with National Standards, Bylaws, Risk Management and Membership Policies
- Being responsible for additional tasks that may be assigned by the Sectional Chair.

What is the time commitment?

2+ hours per month plus attendance at all-day Sectional Conferences and Chapter events throughout the year

Who does this person report to?

In this role you report to the Section Chair.

Sectional Secretary

The Sectional Secretary is responsible for the maintenance of records and communication within the Section.

What are the responsibilities of the Sectional Secretary?

- Establishing and maintaining an active relationship with all Chapter corresponding secretaries or their equivalent to facilitate gathering of news about Chapter activities. Maintaining relationship with members of Sectional staff for same reason.
- Publishing a newsletter for all Alpha Phi Omega brothers in the Section. This newsletter shall be distributed in the most cost-effective manner
- Maintaining a correspondence file
- Keeping the minutes of all Sectional meetings
- Developing public relations tools for Chapter use
- Keeping the Sectional Chair and other staff members informed of plans and activities of Chapters.
- Maintaining current Sectional addresses and contacts of the following: Staff (active and resource), Chapters, and active extension groups. Coordinating this with Chair and update Chair as changes occur (and vice versa)

- Such other assignments as may be given by the Sectional Chair

What is the time commitment?

8+ hours per month plus attendance at all-day Sectional Conferences and Chapter events throughout the year

Who does this person report to?

In this role you report to the Section Chair.

Webmaster

The Section Webmaster is responsible for the section website.

What are the responsibilities of the Webmaster?

- Maintaining the section website.
- Updating the section website as frequently as possible.
- Attending sectional/regional/national conferences.
- Is responsible for additional tasks as may be assigned by the Section Chair.

What is the time commitment?

8+ hours per month

Who does this person report to?

In this role you report to the Section Chair.

Extension Sponsor

As a sponsor of an extension effort, you will be helping expand and grow Alpha Phi Omega. In this very important role, you will work with the students as they build a chapter from the ground up. You will also work with the section chair and/or regional staff members who will help you in this endeavor.

What are the responsibilities of an Extension Sponsor?

- Possessing an excellent working knowledge of all National extension requirements, resources and materials.
- Possessing an excellent working knowledge of chapter operations.
- Helping an interested group develop a chapter service, membership and fellowship programs.
- Helping an interested group recruit and educate pledges.
- Helping an interested group recruit and educate advisors.

- Helping an interested group prepare the paperwork required to become a chapter.
- Fulfilling other duties assigned by the Regional Director.

What is the time commitment?

8+ hours per week plus attendance at various Chapter, Sectional, Regional and National events and conferences throughout the year

Who does this person report to?

In this role you report primarily to the Section Chair. However, various Sections and Regions have different requirements, so you will need to check with the local Section Chair or Regional Director.

Other Positions As Needed

These positions are created when a situation arises and the Section Chair feels the need for a committee. You may have your own ideas on what you would like to accomplish as a staff member. When you make the decision to be on staff, talk with the Section Chair and discuss your ideas on how they will help the section. Other positions might include chairs for Leadership, Friendship and Service among many others. Remember to keep in mind that each section is unique.

If you are interested in joining a section staff, contact your Section Chair and they will let you know what is available or needed in that section. Visit the Alpha Phi Omega web site at www.apo.org to locate the Section that you are residing in to find the Section Chair, or call the National Office for the name and address of the Section Chair.

Now that you know what each position does on staff, you may ask, "Where does section staff fit into the scheme of things?" Section staff is ultimately accountable to the student members of Alpha Phi Omega, the ultimate authority of the Fraternity.

Volunteer Opportunities at the Regional and National Level

- **The Regional Level**

Each region has its own staff and members similar to a sectional staff. The organization of the Regional staff is largely up to the discretion of the Regional Director. Regional staff positions may include, but are not limited to: advisors, alumni, fellowship, historian, leadership development, membership, public relations, scouting and service.

Appointment by the Region Director to a Regional staff position may also entail appointment by the National President to a national committee, on the recommendation of the Regional Director, representing the region. This will be agreed upon by the President, Program Director and the individual Brother involved. If this is the case, you will be responsible to the Chair of the national committee, but you will also work the Regional Director to implement the national committee's program in the region. Of course you can still be on a regional staff without being on a national committee

You can also serve on a national committee as a member-at-large. If you are interested in serving on a national committee, please contact that particular committee's chair.

You will have certain responsibilities as a staff member and guidelines and goals will be established at the beginning of your job.

Regional Director:

The Fraternity's By-Laws (Article XI, Section 2) provide for the election of a Regional Director for a two-year term. "Nomination and election of the Regional Director shall take place in regional meetings at the National Convention. Only registered delegates entitled to vote, representing chapters within the appropriate region, may nominate and elect their Regional Director." The Regional Director is the administrative director of the Region represented. The Regional Director shall enforce due observance of the National Bylaws and Standard Chapter Articles of Association, and shall maintain the standards of the Fraternity throughout the region. The Region Director shall facilitate communications among Chapters and Sections with the Region and between the Chapters and Sections in the Region and the National Office. Regional Director are responsible for developing and implementing activities to meet the components of National Goals for their respective Regions and have responsibility for maintaining a positive relationship with university faculty and staff of the Region on behalf of the National Fraternity. More specifically, the position's responsibilities include, but are not limited to, those items listed below. It should be noted that travel on a frequent basis is required.

What are the responsibilities of the Regional Director?

- The Regional Director is the administrative Director of the Region.
- Enforcing due observance of the National Bylaws and the Standard Chapter Articles of Association of the National Fraternity.
- Maintaining the standards of the Fraternity throughout the Region and upholding the fiduciary and legal responsibilities for Alpha Phi Omega as an organization.
- Representing the Region at ALL regular and special National Board of Directors meetings of the Fraternity.

- Approving all interest groups for formation.
- Working with the Section Chairs during the petitioning group application process.
- Approving applications for Charters for petitioning groups.
- Presiding over the installing of all new or reactivated Chapters with the Region.
- Approving all dates for Section Conferences held within the Region.
- Presiding over all elections for Sectional Chairs held within the Region. The Regional Director will have a member of the National Board of Directors (current or past) or impartial Alumni Brother present at a Section Conference to preside over the election if he or she unable to attend a Section Conference.
- Facilitating communications among the Chapters and Sections in the Region and the National Office.
- Promoting and encouraging the fundraising efforts of the Fraternity such as Torchbearers and Life Membership as well as personally contributing.
- Appointing individuals to fill positions related to the National Standing Committee of the Fraternity.
- Appointing individuals to Ad-hoc Committees as needed.

What is the time commitment?

12+ hours per week plus attendance at various Chapter, Sectional, Regional and National events and conferences throughout the year

Who does this person report to?

In this role, you are ELECTED by the chapters in the region and are a member of the Fraternity's National Board of Directors.

Note

Since this is an elected position, it is suggested that you first volunteer in an appointed sectional, regional or national role.

Advisor Liaison

The regional advisor liaison acts as a resource to the chapters and the advisors themselves. The advisor liaison helps chapters recruit and retain advisors and helps the advisors by being an independent source for information on their roles. The advisor liaison reports to the Regional Director.

What are the responsibilities of the Advisor Liaison?

- As needed, working in conjunction with the National Membership & Extension Program Director on Advisor issues.
- Possessing a general working knowledge of all National Advisor materials and resources as well as the Fraternity at large.

- Possessing a solid understanding of the role of an Advisor within the Fraternity.
- Promoting and facilitating the provision of two (2) development opportunities for Advisors, occurring once per year, ensuring an appropriate medium by which to maximize participation.
- Facilitating an establishment of a listserv for use by Advisors only, serving as an “assistant” along with the Region Director.
- Compiling and maintaining a “database” of chapter Advisors in the region in conjunction with the National Office.
- Serving as a referral source for Chapters on the issues of Advisors including recruitment and retention.
- Serving as a resource for Advisors regarding roles and responsibilities.
- Serving as a resource to conference coordinators as requested.
- Providing feedback to Region Director regarding the needs and status of Advisors.
- Assisting the National Membership & Extension Program Director in the revision and development of appropriate Fraternity resources for and about Advisors and their role.
- Fulfilling Regional Program Responsibilities as listed above and other duties as agreed upon with the Region Director.

What is the time commitment?

4+ hours per month plus attendance at various Chapter, Sectional, Regional and National events and conferences throughout the year

Who does this person report to?

In this role you report to the Regional Director.

Alumni Relations and Internal Volunteer Development Chair (ARIVD)

As a regional Chair of Alumni Relations and Volunteer Development and/or a member of the national committee, you work with the Program and/or Regional Director on issues relating to alumni and help the Regional Director recruit and train potential staff members for the region.

What are the responsibilities of the ARIVD Chair?

- Fulfilling the role as a member of National Alumni & Volunteer Development Committee as prescribed by the National Alumni & Volunteer Development Program Director, meeting all requirements of the position if appointed to serve on the national committee.
- Possessing a general working knowledge of all National Alumni materials and resources.
- Serving as a referral source for Chapters and Alumni on the issue of Alumni involvement and connections.
- Assisting in assessing the best “fit” for Alumni who wish to become re-involved in the Fraternity.

- Facilitating the provision of an Alumni gathering/activity at Sectional and Regional Conferences.
- Promoting attendance of Alumni residing in and originating in the region at Sectional, Regional and National Conferences/Conventions, in cooperation with the event coordinators.
- Serving as a resource to Actives and Alumni on the topic of Alumni Associations, serving also as a “liaison” from such entities, to the Regional Staff.
- Assisting with the continued existence of the Regional Alumni Council and serving as Chair.
- Promoting and facilitating Life Memberships.
- Maintaining regular contact with Region Director with regards to status of Alumni involvement with Chapters.
- Fulfilling other duties as agreed upon with the Region Director

What is the time commitment?

4+ hours per month plus attendance at various Chapter, Sectional, Regional and National events and conferences throughout the year

Who does this person report to?

If you are on the national committee, you report to the National Committee Chair. If you are not, you report to the Regional Director.

Leadership Development Chair

As a regional Chair of Leadership Development and/or a member of the national committee, you work with the Program and/or Regional Director on the development of the Fraternity’s leadership training program and coordinate the program within the Region.

What are the responsibilities of the Leadership Development Chair?

- Fulfilling a role as member of National Leadership Development Committee as prescribed by National Leadership Development Program Director, meeting all requirements of position if appointed to serve on the national committee.
- Possessing a general working knowledge of all National Leadership materials, resources and programs.
- Communicating regularly with the Regional Director to inform the Region about activities and decisions of the National Leadership Development Committee.
- Informing the chapters within the region about and promoting the National Leadership Development program.
- Keeping informed about the chapters in their regions to help make and implement informed decisions on the National Leadership Development Committee.
- Serving as a referral source for Chapters and Regional Staff around the issues of leadership development.

- Providing for the maintenance and display of a Leadership Resource table at Sectional and Regional Conferences.
- Serving as a referral source for Chapters with regards to topics staff are versed in presenting (speaking about).
- Ensuring an appropriate evaluation of leadership opportunities within the region, compilation of the results, and reporting the results back to the event host and Region Director, maintaining file of said feedback.
- Serving as a resource to conference coordinators as requested.
- Assisting with Regional Staff development as requested.
- Promoting and coordinating participation in various leadership opportunities for Actives and Alumni.
- Fulfilling other duties as prescribed by the Region Director.

What is the time commitment?

4+ hours per month plus attendance at various Chapter, Sectional, Regional and National events and conferences throughout the year

Who does this person report to?

If you are on the national committee, you report to the National Committee Chair. If you are not, you report to the Regional Director.

Membership Chair

As a regional Chair of Membership and/or a member of the National Membership and Extension Committee, you work with the Program and/or Regional Director on the development of the Fraternity's membership program and coordinate the program within the Region.

What are the responsibilities of the Membership Chair?

- Fulfilling a role as member of National Membership and Extension Committee as prescribed by National Leadership Development Program Director, meeting all requirements of position if appointed to serve on the national committee.
- Possessing a general working knowledge of all National membership recruitment requirements and reporting procedures.
- Serving as a referral source for Chapters on the issues of Membership recruitment & retention issues.
- Surveying Chapters on their Pledge programs and requirements and creating a medium to share this information within the Region.
- Providing Regional reminders via the Sectional/Regional listserv regarding National reporting.
- Promoting diversity in recruitment.
- Fulfilling other duties as prescribed by the Region Director.

What is the time commitment?

4+ hours per month plus attendance at various Chapter, Sectional, Regional and National events and conferences throughout the year

Who does this person report to?

If you are on the national committee, you report to the National Committee Chair. If you are not, you report to the Regional Director.

Extension Chair

As a regional Chair of Extension and/or a member of the National Membership and Extension Committee, you work with the Program and/or Regional Director on the development of the Fraternity's extension program and coordinate the extension efforts within the Region.

What are the responsibilities of the Extension Chair?

- Fulfilling a role as member of National Membership and Extension Committee as prescribed by National Leadership Development Program Director, meeting all requirements of position if appointed to serve on the national committee.
- Possessing a general working knowledge of all National extension requirements, resources and materials.
- Developing a plan for extension in the Region and assisting the Regional Director and Sectional Chairs in forming new interest groups.
- Assisting the Regional Director and the Sectional Chairs as needed with the completion of the charter process with Petitioning groups.
- Working with the Regional Director for the awarding of an Ellsworth P. Dobson National Certificate of Merit. This award is for an individual or group responsible for extension or reactivation of a Chapter.
- Fulfilling other duties assigned by the Regional Director.

What is the time commitment?

4+ hours per week plus attendance at various Chapter, Sectional, Regional and National events and conferences throughout the year

Who does this person report to?

If you are on the national committee, you report to the National Committee Chair. If you are not, you report to the Regional Director.

Scouting and Youth Services Chair

As a regional Chair of Scouting and Youth Services and/or a member of the national committee, you work with the Program and/or Regional Director on the development of the Fraternity's scouting program and coordinate the program within the Region.

What are the responsibilities of the Scouting and Youth Services Chair?

- Fulfilling a role as member of National Scouting & Youth Services Committee as prescribed by the National Scouting & Youth Services Chair, meeting all requirements of position if appointed to serve on the national committee.
- Possessing a general working knowledge of all National Scouting & Youth Services materials and resources.
- Promoting and coordinating relationships between the Chapters and local scouting and youth service organizations.
- Serving as a referral source for Chapters and Staff with regards to scouting and youth service issues.
- Promoting Alpha Phi Omega with scouting and youth service organizations within the Region.
- Fulfilling other duties as prescribed by the Region Director.

What is the time commitment?

4+ hours per month plus attendance at various Chapter, Sectional, Regional and National events and conferences throughout the year

Who does this person report to?

If you are on the national committee, you report to the National Committee Chair. If you are not, you report to the Regional Director.

Service and Communications Chair

As a regional Chair of Service and Communications and/or a member of the national committee, you work with the Program and/or Regional Director on the development of the Fraternity's service and communications programs and coordinate the programs within the Region.

What are the responsibilities of the Service and Communications Chair?

- Fulfilling a role as member of National Service & Communications Committee as prescribed by the National Service & Communications Chair, meeting all requirements of position if appointed to serve on the national committee.
- Possessing a general working knowledge of all National Service materials, resources and programs.
- Promoting and coordinating participation of all Chapters in National Service Week and National Youth Service Day opportunities, ensuring focus on emphasis area, and inclusion of campus at-large.

- Promoting and coordinating National Youth Service Grant program utilization by Chapters.
- Serving as referral source for Chapters with regards to service issues.
- Maintaining regular contact with Service Vice Presidents of Chapters in the region.
- Serving as a resource to conference coordinators as requested.
- Assessing the need for, and facilitating the implementation of Regional Service projects.
- Fulfilling other duties as prescribed by the region Director.

What is the time commitment?

8+ hours per month plus attendance at various Chapter, Sectional, Regional and National events and conferences throughout the year

Who does this person report to?

If you are on the national committee, you report to the National Committee Chair. If you are not, you report to the Regional Director.

Other Regional Positions As Needed

These positions are created when a situation arises and the Regional Director feels the need for a committee. You may have your own ideas on what you would like to accomplish as a staff member.

For information on how to get involved, visit the Alpha Phi Omega web site at www.apo.org to locate the Region that you are residing in to find the Regional Director, or call the National Office for the name and address of the Regional Director. Contact the Regional Director to find out what roles are currently available in the region.

- **The National Level**

Other National Committees and Positions

There are several other national committees in addition to the ones mentioned above at the regional level. These include the National Finance Committee and Long Range Planning/Advancement. If you are interested in working with these other committees, please contact the National Office. The National Office will put you in contact with the appropriate committee chair.

Several National committees have special “one-day only” volunteer roles. If you are interested in this type of role, please contact the appropriate Program Director. This information can also be found on the web site.



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Besides being the Regional Leadership Development Chair, there are other ways to volunteer with the National Leadership Development committee. The National Leadership Development program, APO LEADS, relies upon the talents of volunteer coordinators and presenters to teach our Brothers leadership skills. If you have attended one of the Fraternity’s leadership programs, you are familiar with the skills they teach. If you would like to “give back” to the next generation of leaders, then becoming workshop coordinators, project leader, APO LEADS trainer or leadership staff development trainers would be a great fit.

To find information on the program as a whole, on the individual courses and their roles and responsibilities, check out the descriptions at the Leadership Development Committee’s website at www.leadership.apo.org. If you want to get involved after reviewing the program, there is a guide to the required training called the APO LEADS Staff Development Guide. This guide also describes the roles and responsibilities available. You are **strongly** encouraged to read the document before signing up for any training. The website also has contact information on how to sign up these trainings. The National Leadership Development Committee may also have other volunteer opportunities as well. Please check the website or with the Program director for these opportunities.

What is the time commitment?

16+ hours for initial training which is usually spread out over a weekend plus attendance at various Chapter, Sectional, Regional and National events and conferences throughout the year where you would be presenting/coordinating the APO LEADS program

Who do these people report to?

If you are a presenter, report to the program coordinator, if you are a program coordinator, report to the Program Director or their designee.

Frequently Asked Questions

1. **How long is the commitment?**

The commitment is for the term of the elected officer you are working under. For example, if the Section Chair is elected at the Spring Sectional, then it ends with the next Spring Sectionals. If the same person is elected, they may retain your services. If a new Section Chair is elected, offer your services if you still have the time.

2. **How "active" will I become during this time?**

At no time are you to be "active" in the chapter. The term active is used to refer to the students currently involved in the chapters. Once an active Brothers graduate, they are then referred to as alumni. You are there for support and as a resource. You may attend functions and help at projects if they welcome you but at no time do you run the events.

3. **How much does it cost?**

Besides time, the main cost is travel expenses and the cost of attending any chapter functions and conferences. Depending on your role and your location within a Section/Region, this could be a substantial amount. However many volunteers work together in order to share the expense in various ways.

4. **How much time does it involve?**

Your limitations are what you participate in currently i.e., work, school and your own social life. The recommendations are given in this guide and you will know at the beginning of your job what the expectations are from your Section Chair.

5. **What happens if I become a volunteer and I realize that I do not have enough time?**

Talk to your Section Chair/Regional Director. You may not have enough time to do your current job but there may be another position or task on a smaller scale that you can do.

6. **If I am asked a question, can I answer it or would that be overstepping my bounds as Section Staff or a volunteer?**

You may answer the question if you feel comfortable in explaining your answer. If you are unsure, refer them to an advisor or other staff member who may be able to help them.

7. **What "authority" do I have?**

The "authority" that you have depends on what you and your Director/Chair set up at the beginning of your job. In reality, you have no "authority" but you may gain some once you build confidence with the chapters. Remember that!

This document is a production of the National Alumni Relations/Internal Volunteer Development Committee. Information for this document came from numerous sources. The Editor would like to thank the following individuals for submitting items for the text: Anna Ng, Mike Nathan, Betty Rauch and Sarah Burton. Additional information was taken from the Sectional Resource Manual. The editor would also like to thank the 2002 and 2003 National Alumni Relations/Internal Volunteer Development Committee members and the 2002 National Leadership Development Committee for reviewing the document.

THIS DOCUMENT IS A WORK IN PROGRESS!

If you have any comments, catch any “typos” or feel we have omitted anything, please contact the National Alumni Relations/Internal Volunteer Development Program Director at www.apo.org