

ROLE OF THE RECRUITMENT DIRECTOR

OVERVIEW:

The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter/provisional 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 Staff.

For additional resources, please visit alphasigmaphi.org.

RESPONSIBILITIES:

- Member of the Prudential Board which meets weekly.
- Creates a detailed and complete recruitment calendar/plan focused on 365 recruitment prior to the start of each academic term.
- Develops a summer recruitment program that aligns with IFC/University Policy.
- Divides the chapter into recruitment teams including selecting team captains.
- Works with the Prudential Board to determine appropriate incentives for individuals, teams, and the entire chapter for recruitment efforts.
- Coordinates with an outside speaker to present at least one training workshop annually to help members develop social skills.
- Coordinates a recruitment workshop prior to the start of each term for the purpose of teaching members how to recruit and reviews the plan/calendar for the upcoming term.
- Manages the names list database (name, phone, e-mail, campus address) of all potential new members.
- Ensures that all new members complete the required biographical data form online prior to the Pledge Ceremony.
- Meets weekly with recruitment team captains.
- Attends required January Leadership Program(s).
- Communicates at least monthly with the Recruitment Advisor on the Chapter Council.
- Prepares and organizes transition materials/saves materials to an online cloud prior to transition.

