

**Alumnae Ambassadors**

| Project Team Name   | Commitment & Requirements | Expectation   | Lead or PM Time Req |
|---------------------|---------------------------|---|---------------------|
| Alumnae Ambassadors | 1 year<br>6 hours a month | <ul style="list-style-type: none"> <li>• Stimulate Alumnae involvement in events</li> <li>• Identify potential new leaders in undergrad population</li> </ul> | 8 hours a month     |

*Statement of Work:* Alumnae Ambassador is the informal name for Delta Phi Epsilon Sorority’s personal engagement program. Individual interaction between sisters is the number one way to cultivate new volunteers and dues paying alumnae. Alumnae Ambassadors can be newly graduated sisters. Alumnae Ambassadors are expected to attend at least 1 undergraduate event in their region for each 6 months they are in the position. The purpose of attendance is to identify and cultivate new leaders within our sorority. In addition, Ambassadors are expected to promote alumnae events in their region. Ambassadors will also attend alumnae events and be the “face” of DPhiE. Individual phone calls, emails, and notes to sisters that are being cultivated are expected. The Project Manager will create reports on the activities of the Ambassadors and will serve as a point of contact to the group for questions and direction.

*Time Commitment:* These positions require a 1 year commitment at 6 hours a month. The Project Manager requires a 1 year commitment at 7 hours a month.

*Communication/Reporting:* The Project Manager(PM) corresponds with the A&V Services Coordinator(staff position). The PM will collect reports from the Ambassadors after each visit using report form(appendix) and forward them on the A&V Services Coordinator. Exceptional individuals being cultivated will be reported by the A&V Services Coordinator to the Executive Director, who will report on such at the IGB meeting.