

## **BOLD GOALS:**

- To position Alpha Xi Delta as a top contender for every desired extension opportunity.
- To ensure that Alpha Xi Delta will be competitive on campuses where we are selected to establish a new chapter.

## **OUTLINE OF RESPONSIBILITIES:**

- Oversee the compilation of campus assessments and collect input from additional staff and volunteers as necessary.
- Recommend extension opportunities to National Council.
- Investigate and understand extension trends amongst college campuses.
- Participate in extension presentations as needed or at the request of the National Council.
- Be well-versed in National Panhellenic Conference extension policies and work with NPC Delegates to explain NPC extension policies to involved local alumnae.
- Remain abreast of extension practices and materials of other NPC groups.
- Review Alpha Xi Delta's base extension materials periodically to ensure that they are relevant, competitive, and attractive.
- Work with the Communications and Marketing Department and the Associate Executive Director to strategically tailor extension presentations and packets to each campus and set of competitors.
- Recommend and provide oversight of Alpha Xi Delta's extension strategy.
- Communicate with campus administration and extension inquiries as needed.
- Assist with new chapter establishments, including member recruitment, Preference, Initiation, etc. when requested.
- Oversee the Extension Team and assign duties as necessary.

**TIME COMMITMENT:**

- Approximately 5 hours per month.
- Time commitment may increase depending on extension opportunities.
- Attend training and educational opportunities provided by the Fraternity.

**STAFF LIAISON:**

- Associate Executive Director