

# AAAC CHAIRPERSON

The Alumni Admissions Advisory Committee (AAAC) chairperson serves as the primary contact person and coordinator for the local AAAC. The chairperson should inform and instruct committee members and communicate any concerns or problems to the Senior Director of the Alumni Admissions Program.

## QUALIFICATIONS

- Serve as an AAAC Volunteer ([see position description](#))
- Must not work as a college admissions professional, independent college counselor, or college counselor at a community based organization
- Must be willing to stay up to date on the admissions process by visiting [admission.duke.edu](http://admission.duke.edu)

## TIME COMMITMENT

The AAAC chairperson is a year-round position with a time commitment that averages 4-6 hours per month during the interview season (October-February) and 1-2 hours per month for the remainder of the year. Time commitment will vary with committee size.

## SPECIFIC DUTIES

- Assign prospective students to AAAC volunteers for interviews
- Monitor each interviewer's progress and follow deadlines
- Recruit and assist new volunteers and provide information in a timely manner
- Update local committee roster with DAA staff
- Participate in local college day/night programs pre-arranged by the Admissions Office when requested
- Stay in contact with the Director of the Alumni Admissions Program
- Attend the local send-off party and encourage AAAC members to attend
- Follow all rules and instructions outlined in the training module

## TERM LIMIT AND REQUIREMENTS

The chairperson's appointment is made by the Director of the Alumni Admissions Program. The chair serves a three-year term, subject to annual review. Terms may be renewable. The Director of the Alumni Admissions Program reserves the right to review and restrict participation.

A chairperson may not volunteer with the AAAC program during the year their child applies to Duke.