Gamma Phi Beta
TRUE AND CONSTANT

Recruitment Advisor

Supervisor: Chapter Advisor
Department: Chapter Services
Date Created or Revised: January 2025

Purpose
Recruitment advisors advise a collegiate chapter in planning and executing activities that result in new members joining Gamma Phi Beta and assists in actively identifying, planning for and achieving the long-term, overall membership goals of the Sorority. Recruitment advisors use their experience, leadership and coaching skills to help collegiate officers in the membership department develop as sisters and leaders.

Responsibilities

- Mentor and coach membership department officers by leading educational conversations that prepare them to embrace the roles and responsibilities of leadership and develop Gamma Phi Beta's member competencies.
- Encourage and reinforce chapter, membership department and officer success on a consistent basis by reading monthly officer reports and following up to determine best solutions and praise accomplishments.
- Review primary recruitment plans and advise the membership vice president (MVP) on modifying and implementing plans as necessary in accordance with Gamma Phi Beta policies, procedures and recruitment best practices, National Panhellenic Conference (NPC) policies and procedures and college Panhellenic recruitment rules.
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- Work with the MVP and her committee(s) to plan recruitment school activities and develop and facilitate recruitment workshops that build sisterhood and prepare the chapter for recruitment conversation, logistics, membership selection, etc. that result in members joining Gamma Phi Beta and staying actively engaged as new and initiated members.
- Assist the MVP in creating and implementing a year-round continuous open bidding (COB) plan to ensure the chapter is always recruiting to Panhellenic Total.
- Support the chapter in membership selection activities by ensuring they are following all Gamma Phi Beta policies and procedures, including but not limited to, voting, membership requirements, release figure methodology (RFM) recommendations, legacy policy, Membership Committee, etc.
- Evaluate assigned chapter's recruitment performance using the RFM report, new member survey, initiated member survey, among other data sources and work with the MVP to make future recommendations that address areas of concern and promote member recruitment.

- Serve as a resource to the MVP and membership department and recruitment committee officers through ongoing communication and meet regularly with the MVP to build a relationship, establish expectations, review progress on goals and hold her accountable to her responsibilities.
- Hold the MVP and her department accountable to setting and working toward goals that promote improved chapter operations, engagement, sisterhood and member retention and completing the membership department expectations as outlined in the Order of the Crescent.
- Engage in ongoing training and development, review the membership department officer and advisor resources and attend membership department officer and advisor training.
- Serve as an active member of the chapter's advisory board and represent the membership interests of the chapter to the advisory board.
- Collaborate with assigned recruitment supervisor to ensure healthy chapter recruitment operations and address recruitment-specific challenges as they arise.

Expectations

- This role is appointed for a one-year term ending on July 31. This role is eligible for reappointment for a total of six terms.
- This role requires five to 10 hours per week on average. Peak times for this role are based on the campus recruitment schedule, during which time volunteers may exceed the estimated time commitment.
- Volunteers in this role will be expected to travel up to eight days per year. Travel will include attendance at the Recruitment Summit and chapter visits.
- Meet all expectations as outlined in Gamma Phi Beta's **Appointed Volunteer Expectations Agreement**.

Preferred Competencies and Experiences

- Mentorship.
- Communication.
- Gamma Phi Beta Knowledge.
- Experience as a collegiate officer is helpful but not required.
- Knowledge of NPC sorority recruitment policies and procedures, either through experience as a collegiate officer or a volunteer.