

Chapter Advisor

Supervisor: Collegiate Chapter Supervisor

Department: Chapter Services

Date Created or Revised: April 2019

Purpose

Chapter advisors utilize their experience, leadership and coaching skills to help collegians develop as sisters and leaders. She also promotes chapter, officer and member success by building and leading a thriving advisory board of alumnae members.

Responsibilities

- Mentor and coach chapter officers and members by leading educational conversations that promote reflection and action to prepare them to embrace the roles and responsibilities of membership and develop competency in Gamma Phi Beta's member competencies.
- Encourage and reinforce chapter and officer success on a consistent basis by reading monthly officer reports and following up to determine best solutions and praise accomplishments.
- Contribute to and foster open communication throughout the chapter and facilitate resolutions by using strong conflict resolution skills and coaching collegiate members to do the same.
- Hold the chapter accountable to setting and working toward goals that promote improved chapter operations or culture and completing the chapter operations expectations as outlined in Order of the Crescent.
- Ensure chapter officers and members understand and adhere to all international Gamma Phi Beta policies and procedures.
- Guide the chapter in developing plans in compliance with international Gamma Phi Beta guidelines and expectations as outlined in the Collegiate Operations Manual and chapter officer resources. These plans include, but are not limited to, chapter bylaws, chapter standing rules, social event registrations, public relations plan, promotional materials, new member education plan, Initiation week plan, Moonball plan, Fidelity completion and Senior Celebration.
- Engage in ongoing training and development by reviewing the resources outlined in the chapter advisor training curriculum, actively participating in quarterly regional chapter advisor training calls and attending REAL Leadership events, when applicable.
- Recruit and appoint alumnae to the advisory board using available recruitment and update advisory board roster on Beta Base when an advisor assumes or resigns from an advisory board role.

- Oversee the training and development of new advisory board members by ensuring they complete all assigned Fidelity online lessons and complementary training conversations with you and share and review all position-specific resources.
- Hold advisory board members accountable to responsibilities and expectations by facilitating regular one-on-one and group check-ins and conduct an annual performance evaluation for executive advisory board members or those without a direct supervisor.
- Facilitate a team mentality among advisory board members by leading regular group meetings, team building activities and an annual advisory board training and retreat.

Expectations

- This role requires 10-20 hours per week, on average, during the academic year.
- Travel: Volunteers in this role will be expected to travel up to nine days per year.
- Learn and utilize Beta Base (chapter reporting system) and Billhighway (financial management platform) for assigned chapter.
- Complete all Fidelity volunteer online lessons and other required training.
- Complete training conversations with collegiate chapter supervisor within six weeks of appointment.
- Lead Fidelity training conversations with new advisory board members.
- Lead annual advisory board meeting and regularly scheduled team meetings.
- Attend or designate another advisory board member to attend chapter business meetings, executive council meetings, executive council hearings, affiliated house corporation meetings, nominating committee meetings and chapter officer retreats.
- Respond to all communication within 48 hours.
- Pay annual [international alumnae dues](#) or be a [Life Loyal member](#). To check if you are in good standing, login at [GammaPhiBeta.org](#) > Member > My Profile. On the first tab, if your paid through date is blank or if the date is in the past, you have not yet paid this fiscal year. If you are Life Loyal, you have paid for life and are in good standing!

Preferred Competencies and Experiences

- Self-awareness of strengths, challenges and motivation for volunteering
- Effective, clear and timely written and verbal communication
- Experience leading a team to meet established goals
- Desire to mentor and coach collegiate women
- Strong working knowledge of Gamma Phi Beta policies, procedures and initiatives
- Ability to lead educational conversations with collegians that promote competency development in Gamma Phi Beta's member competencies