Gamma Phi Beta
TRUE AND CONSTANT

Chapter Advisor

Supervisor: Regional Team Leader
Department: Chapter Services
Date Created or Revised: January 2025

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 the 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 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 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 ten to twenty hours per week on average.
- Volunteers in this role will be expected to travel up to eight days per year. Travel will include annual attendance at the REAL Leadership Academy (RLA) and attendance at Convention and the REAL Leadership Institute (RLI) in alternating summers.
- Volunteers in this role will be expected to participate in the Belonging, Equity, Diversity and Inclusion (BEDI) Summit. The BEDI Summit is a synchronous, virtual program.
- Meet all expectations as outlined in Gamma Phi Beta's **Appointed Volunteer Expectations Agreement**.

Preferred Competencies and Experiences

- Mentorship.
- Gamma Phi Beta Knowledge.
- Communication.
- Experience as a collegiate officer or memeber of a chapter advisory board.