Gamma Phi Beta
TRUE AND CONSTANT

Administrative Advisor

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

Purpose
Administrative advisors utilize their experience, leadership and coaching skills to help collegiate officers in the administrative department develop as sisters and leaders. Administrative advisors also promote administrative success by ensuring assigned officers uphold their responsibilities and achieve their goals while following Gamma Phi Beta policies and procedures.

Responsibilities

- Mentor and coach administrative officers through educational conversations that promote reflection and action. Prepare administrative officers to embrace the roles and responsibilities of leadership and develop Gamma Phi Beta's member competencies.
- Encourage and reinforce chapter, administrative department and officer success by reading monthly officer reports and following up to determine best solutions and praise accomplishments.
- Advise the administrative vice president and officers in planning and implementing the chapter's administrative operations in compliance with international Gamma Phi Beta guidelines and expectations as outlined in the Collegiate Operations Manual and chapter officer resources. These include, but are not limited to, good standing, Beta Base reporting, officer elections, international visitor visits and officer training and transitions.
- Review chapter operating documents (bylaws, standing rules, merit points, etc.) and advise the administrative vice president on changes to promote a safe and engaging sisterhood experience that results in the retention of all members.
- Monitor merit points regularly to identify early warning indicators of disengagement and collaborate with the chapter advisor and administrative vice president to implement early intervention strategies that result in member retention.
- Meet regularly with the administrative vice president to build a relationship and establish expectations.
- Engage in ongoing training and development by reviewing the administrative officer and advisor resources and attending any administrative officer and advisor training.
- Support the chapter advisor in recruiting and appointing alumnae to advise administrative department officers.
- Hold administrative department advisors accountable to responsibilities and expectations by facilitating regular one-on-one and group check-ins and conducting an annual performance evaluation for administrative department advisors.

- Serve as an active member of the chapter's advisory board and represent the administrative interests of the chapter to the advisory board.

Expectations

- This role is appointed for a one-year term ending on July 31 of odd numbered years. This role is eligible for reappointment for a total of six terms.
- This role requires three to seven hours per week on average.
- No travel is expected for this role. Any changes in travel expectations will be communicated to volunteers.
- 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.