

Risk And Policy Team Leader

Supervisor: Chapter Services Manager

Department: Chapter Services

Date Created or Revised: August 2022

Purpose

The risk and policy team leader reports to the chief legal officer. The risk and policy team leader is responsible for the implementation of efforts to support and coordinate the risk and policy specialist volunteer team. She is the primary liaison to Chapter Services. She may support chapters as a risk and policy specialists as well.

Responsibilities

- Recruit and train risk and policy specialists.
- Assign risk and policy specialists to chapters on supervision or probation.
- Support risk and policy specialists with problem solving, planning and executing.
- Facilitate communication with Chapter Services, regional teams and new chapter teams.
- Analyze survey data from chapters and provide semester reports.
- Participate as needed in regional team calls.
- Participate as needed in investigative calls and visits.
- Notify the chief legal officer when a chapter has completed the terms of their probation or supervision status.
- Respond to all communications in a timely and responsible manner.
- Must have email access and be proficient in the use and application of Microsoft Word and Excel.
- Responsibly manage job-related expenses and adhere to the approved budget. Submit these expenses for approval to the chief legal officer.
- Maintain electronic files of all correspondence and historic documents pertaining to the position.
- Interact/communicate with other volunteer leaders and International Headquarters professional staff as/when appropriate.
- Support international Gamma Phi Beta Bylaws, Rules and Procedures, policies and position statements.
- Submit recommendations and referrals for volunteers.
- Train successor to ensure a thorough transition; send all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion.
- Serve as a positive role model and promote lifetime membership to all members of the Sorority.



- Perform other duties as assigned.

Expectations

- This role requires two to four hours per week, on average.
- Volunteers in this role will be expected to travel four to eight days per year. Travel commitments will vary based on attendance authorization to the following Sorority events: Convention, other Gamma Phi Beta leadership conferences and chapter assessment/investigative visits as needed.
- Complete all Fidelity volunteer modules, Fidelity collegiate chapter modules and other required training.
- Learn and utilize Beta Base, the chapter reporting system, for all chapters you work with.
- 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

- Previous experience as a risk and policy specialist preferred.
- Ability to lead a Gamma Phi Beta volunteer team.
- Good communication skills.
- Ability to work within a team.
- Mentorship experience.
- Ability to think critically about challenges and propose a solution.
- Gamma Phi Beta knowledge.