

Risk and Policy Team Leader

Supervisor: Director of Chapter Services

Department: Chapter Services

Date Created or Revised: January 2025

Purpose

The risk and policy team leader reports to the director of chapter services. 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 specialist as well.

Responsibilities

- Recruit, appoint 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 staff and volunteers.
- Analyze survey data from chapters.
- Participate in investigative calls and visits as needed.
- Track the completion of all terms of a chapter status and notify the chapter services manager when a chapter has completed the terms of their status.
- Responsibly manage job-related expenses and adhere to the approved budget. Submit these expenses for approval to the director of chapter services.
- Perform other duties as assigned.

Expectations

- This role is appointed for a two-year term ending on July 31 of odd numbered years. This role is eligible for reappointment for a total of three terms.
- This role requires five to 10 hours per month on average.
- Volunteers in this role will be expected to travel up to five days per year. Travel will include chapter visits and attendance at the REAL Leadership Institute (RLI) in alternate 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

- Gamma Phi Beta Knowledge.
- Critical Thinking.
- Mentorship.