

Risk and Policy Specialist

Supervisor: Risk and Policy Team Leader

Department: Chapter Services

Date Created or Revised: January 2025

Purpose

Risk and policy specialists are the primary liaison to assigned chapters placed on a disciplinary status and work with them to complete educational and other requirements. Risk and policy specialists regularly communicate with chapter services managers, the regional team and chapter advisors and work collaboratively to support chapters on a disciplinary status.

Responsibilities

- Work directly with assigned chapters to fulfill the terms of their probation or supervision status.
- Present probation or supervision status letter to the chapter and respond to questions or concerns.
- Communicate with and coach each assigned chapter through the duration of their probation or supervision term.
- Assist the chapter in completing the terms of a chapter's status as outlined in their status letter. This may include visiting assigned chapters as outlined.
- Monitor chapters' progress toward meeting sanctions and objectives included in probation and supervision letter, providing regular updates to the chapter services manager and regional team.
- Notify the chapter services manager and director of chapter services when a chapter has completed the terms of their probation or supervision status.
- Attend investigative calls and visits as requested.

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.

