

Risk And Policy Specialist

Supervisor: Chapter Services Manager

Department: Chapter Services

Date Created or Revised: August 2020

Purpose

The risk and policy specialist team reports to the chief legal officer. Risk and policy specialists are the primary liaison to assigned chapters placed on a disciplinary status working with chapters to complete educational and other requirements. Risk and policy specialists regularly communicate with the regional team leaders, collegiate chapter supervisors and chapter advisors working collaboratively to support chapters on a disciplinary status.

Responsibilities

- Working directly with assigned chapters to fulfill the terms of their probation or supervision status.
- Presenting probation or supervision status letter to the chapter and respond to questions or concerns.
- Creating and maintaining ongoing communication and providing coaching to each assigned chapter through the duration of their probation or supervision term.
- Making annual visits to each assigned chapter and facilitating any programming as appropriate as outlined in the terms of their probation or supervision.
- Participate as needed in regional team calls.
- Participate as needed in investigative calls and visits.
- Monitor chapters' progress toward meeting sanctions and objectives included in probation and supervision letter, providing regular updates to the regional team.
- Notify the chief legal officer when a chapter has completed the terms of their probation or supervision status.

Expectations

- This role requires five to 15 hours per week, on average.
- Volunteers in this role will be expected to travel four to eight days per year.
- 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

- Communication
- Teamwork
- Mentorship
- Critical thinking
- Gamma Phi Beta knowledge

