

## BEDI Team Leader

**Supervisor:** Director of Education

**Department:** Education

**Date Created or Revised:** January 2025

### Purpose

The belonging, equity, diversity and inclusion (BEDI) team leader uses their experience, leadership and strategic thinking skills to ensure the BEDI team and all collegiate chapters have the support and resources they need to meet the Sorority's BEDI goals. They will also ensure BEDI specialists have the knowledge, skills, relationships and confidence to promote a diverse, equitable and inclusive member experience.

### Responsibilities

- Organize and lead monthly BEDI specialist team meetings including but not limited to creating meeting agendas, compiling meeting minutes, supporting a positive team culture, etc.
- Lead hiring and selection of new BEDI specialist volunteers in partnership with staff supervisor, alumnae engagement staff, etc.
- Lead onboarding and ongoing training for BEDI specialist volunteers in partnership with staff supervisor, alumnae engagement staff, etc.
- Provide ongoing support and supervision to BEDI specialist volunteers to ensure team members complete work outlined in their job description.
- Conduct annual performance management for BEDI specialist volunteers as outlined by Gamma Phi Beta staff.
- Execute BEDI specialist responsibilities in their absence.
- Provide strategic direction for BEDI specialists by implementing specific goals set forth in the Sorority's strategic plan, the Collegiate Chapter Operations Manual (COM) and other Gamma Phi Beta resources.
- Collaborate with BEDI specialists, regional/new chapter team leaders and professional staff to support BEDI specialists in executing chapter BEDI plans based on Sorority priorities and chapter needs.
- Provide periodic updates to the Sorority's Belonging and Inclusion Committee about BEDI trends in collegiate chapters.
- Compile trends in collegiate chapter BEDI need/behaviors and provide to the appropriate stakeholders as needed.
- Attend Gamma Phi Beta's annual BEDI Summit. This virtual event occurs once annually in February. It is expected that the BEDI Specialist team attends the live event.
- Complete additional roles and responsibilities as outlined by the staff supervisor, Gamma Phi Beta's strategic plan, etc.

### 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 six to 10 hours per week on average.
- Volunteers in this role will be expected to travel up to three days per year. Travel will include attendance at the REAL Leadership Institute (RLI) in alternating summers.
- Volunteers in this role will be expected to participate in the 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

- Teamwork.
- Diveristy and Inclusion.
- Gamma Phi Beta Knowledge.