

# Belonging, Equity, Diversity And Inclusion (BEDI) Team

## Leader

**Supervisor:** Chapter Services Manager

**Department:** Chapter Services

**Date Created or Revised:** June 2022

### Purpose

The Belonging, Equity, Diversity and Inclusion (BEDI) team leader uses their experience, leadership and strategic thinking skills to ensure the Belonging, Equity, Diversity and Inclusion 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

- Collaborate with the chapter services manager to appoint a BEDI specialist for each regional/new chapter team.
- Work closely with the chapter services manager, International Headquarters staff and other volunteers, as necessary, to train BEDI specialists.
- Enhance job performance and team building for BEDI specialists by leading team calls and communicating pertinent information via email.
- 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.
- 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.
- Provide feedback and suggestions to appropriate workforce personnel on resources, programming, project teams and initiatives set forth by the Sorority.
- Collaborate with the bias incident response team, as necessary.

### Expectations

- Approximately 20 hours per month.
- No travel is expected for this role. Any changes in travel expectations will be communicated.
- Complete all assigned Fidelity for Volunteers online lessons and other required training.

- Learn and utilize Beta Base, the chapter reporting system, for all chapters.
- Plan and lead BEDI team calls, as scheduled, and other volunteer team calls, as requested.
- Pay annual **international alumnae dues** or be a **Life Loyal member**. To check if you are in good standing, login at [GammaPhiBeta.org](https://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**

- Strong knowledge of Belonging, Equity, Diversity and Inclusion principles.
- Self-awareness of strengths, challenges and motivation for volunteering.
- Effective, clear and timely written and verbal communication.
- Experience working on a team to meet established goals.
- Desire to mentor and coach other alumnae volunteers.
- Base knowledge of Gamma Phi Beta policies, procedures and initiatives as outlined in the Collegiate Operations Manual and in resources on [GammaPhiBeta.org](https://GammaPhiBeta.org).