

Belonging, Equity, Diversity And Inclusion (BEDI) Specialist

Supervisor: Belonging, Equity, Diversity and Inclusion (BEDI) Team Leader

Department: Chapter Services

Date Created or Revised: September 2020

Purpose

The belonging, equity, diversity and inclusion (BEDI) specialist will use her experience, leadership and mentorship skills to coach chapter leaders in auditing exclusive chapter practices, implementing inclusive chapter practices and facilitating diverse relationships between collegiate members of the chapter and alumnae members of the Sorority.

Responsibilities

- Coach collegiate BEDI chairwomen in assigned region to create, implement and evaluate their chapter's annual BEDI action plan.
- Annually audit current chapter practices, plans and governing documents and coach chapter leaders in creating and implementing inclusive changes; collaborate and communicate with collegiate officers, advisors and regional volunteers, as necessary.
- Recommend BEDI educational opportunities to the chapter including, but not limited to, Fidelity online lessons, community partners and/or campus professionals.
- Annually educate chapter leaders on how to use the Bias Incident Report Form.
- Collaborate with the bias incident response team, when necessary.
- Hold BEDI chairwomen accountable to completing all responsibilities in Beta Base.
- Ensure each chapter in assigned region appoints chapter members to serve on the BEDI Committee, to include at least one member from each academic class.
- Serve as the primary BEDI resource for assigned region's volunteers, advisors and collegians.

Expectations

- Approximately 15 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.
- Be an active team member of the BEDI team.
- Participate in BEDI team calls, as scheduled, and regional team calls, as requested.
- 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

- Commitment to belonging, equity, diversity and inclusion.
- 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 and collegians.
- Base knowledge of Gamma Phi Beta policies, procedures and initiatives as outlined in the Collegiate Operations Manual and in resources on GammaPhiBeta.org.

