

Belonging, Equity, Diversity and Inclusion (BEDI) Specialist

Supervisor: BEDI Team Leader

Department: Education

Date Created or Revised: January 2025

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 chapter BEDI chairwomen in assigned region in annually submitting a completed Collegiate Chapter BEDI Action Plan by the assigned deadline.
- Monitor cadenced work assignments outlined within the Collegiate Chapter BEDI Action Plan and support chapters in completing required work by assigned deadlines.
- Complete BEDI specialist consultations with collegiate chapter BEDI chairwomen in assigned region in alignment with deadlines outlined within the Collegiate Chapter BEDI Action Plan.
- Support collegiate chapter BEDI chairwomen in completing assigned role responsibilities, including but not limited to, completing required actions in Beta Base and creating a BEDI committee that includes at least one member from each academic class.
- Coach chapter leaders in creating and implementing inclusive changes in alignment with requirements outlined in the Collegiate Chapter Operations Manual (COM) and other Gamma Phi Beta resources; 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, officer resources, volunteer resources and/or campus professionals
- Serve as the primary BEDI resource for assigned region's volunteers, advisors and collegians.
- Attend and come prepared to participate in monthly BEDI specialist team meetings.
- Collaborate with regional team leaders (RTLs) to provide support to chapters in assigned regions through practices, including but not limited to, regular email communication, attending monthly regional team meetings, etc.
- Attend Gamma Phi Beta's annual BEDI Summit. This virtual event occurs once annually in February. It is expected that the BEDI Specialist team will attend the live event.
- Complete additional roles and responsibilities as outlined by the team leader, 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 five to eight 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.