Gamma Phi Beta
TRUE AND CONSTANT

Panhellenic Affairs Advisor

Supervisor: Chapter Advisor
Department: Chapter Services
Date Created or Revised: January 2025

Purpose
The Panhellenic affairs advisor utilizes her experience, leadership and coaching skills to help collegiate officers in the Panhellenic department develop as sisters and leaders. She also promotes Panhellenic affairs department success by ensuring assigned officers uphold their responsibilities and achieve their goals while following National Panhellenic Conference (NPC) and Gamma Phi Beta policies and procedures.

Responsibilities

- Mentor and coach Panhellenic affairs department officers by leading educational conversations that promote reflection and action to prepare them to embrace the roles and responsibilities of leadership and develop competency in Gamma Phi Beta's member competencies.
- Encourage and reinforce chapter, Panhellenic affairs department and officer success on a consistent basis by reading monthly officer reports and following up to determine best solutions and praise accomplishments.
- Advise the Panhellenic affairs vice president and department officers in planning, implementing and/or assessing the chapter and campus's Panhellenic activities in compliance with NPC and international Gamma Phi Beta guidelines and expectations.
- Meet regularly with the Panhellenic affairs vice president to build a relationship, establish expectations, review progress on goals and hold her accountable to her responsibilities and serve as a resource to the Panhellenic affairs vice president.
- Contribute to and foster open communication throughout the chapter and facilitate resolutions by using strong conflict resolution skills and coaching collegiate members to do the same.
- Hold the Panhellenic affairs vice president and her department accountable to setting and working toward goals that promote improved chapter operations, engagement, sisterhood, member retention and the Panhellenic affairs department expectations.
- Ensure Panhellenic affairs department officers understand and adhere to all chapter, NPC and international Gamma Phi Beta policies and procedures.
- Communicate any Panhellenic changes with the advisory board, chapter advisor, collegiate chapter supervisor, Panhellenic specialist and International Headquarters staff as necessary.
- Engage in ongoing training and development by reviewing the Panhellenic affairs department officer and advisor resources and attending Panhellenic affairs department officer and advisor training.

- Serve as an active member of the chapter's advisory board and represent the Panhellenic interests of the chapter to the advisory board and campus community.

Expectations

- This role is appointed for a one-year term ending on July 31. This role is eligible for reappointment for a total of six terms.
- This role requires two to five hours per week on average.
- No travel is expected for this role. Any changes in travel expectations will be communicated to volunteers.
- Meet all expectations as outlined in Gamma Phi Beta's **Appointed Volunteer Expectations Agreement**.

Preferred Competencies and Experiences

- Mentorship.
- Communication.
- Gamma Phi Beta Knowledge.
- Experience as a collegiate officer is helpful but not required.