

# Panhellenic Affairs Advisor

**Supervisor:** Chapter Advisor

**Department:** Chapter Services

**Date Created or Revised:** May 2020

## 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 as outlined in the Collegiate Operations Manual and chapter officer resources. These include, but are not limited to, the chapter's Panhellenic relations, college Panhellenic meetings and related materials, the Panhellenic bylaws or constitution, extension discussions, changes in the university's president or fraternity/sorority advisor and the signing of any contracts or agreements.
- 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, also, serve as a resource to the Panhellenic affairs vice president and Education department officers through ongoing communication.
- 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 and member retention and completing the Panhellenic affairs department expectations as outlined in Order of the Crescent.

- 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.
- Assist the chapter advisor in recruiting and appointing alumnae to advise position-specific Panhellenic department officers.
- Hold Panhellenic affairs department advisors accountable to responsibilities and expectations by facilitating regular one-on-one and group check-ins and conducting an annual performance evaluation for Panhellenic affairs department advisors.
- 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

- Volunteer five to 15 hours per week on average during the academic year.
- Travel up to two days per year, as necessary or requested.
- Learn and utilize Beta Base (chapter reporting system) for assigned chapter.
- Complete all Fidelity volunteer online lessons within four weeks of appointment and training conversations with chapter advisor within six weeks of appointment.
- Learn, utilize and maintain a strong working knowledge of the NPC Manual of Information.
- Attend all advisory board meetings, retreats and calls.
- Attend all Panhellenic affairs department meetings as well as chapter business meetings, executive council meetings, executive council hearings, affiliated house corporation meetings, Nominating Committee meetings and chapter officer retreats as delegated by the chapter advisor.
- 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](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

- 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 leading a team to meet established goals.
- Desire to mentor and coach collegiate women.
- Working knowledge of NPC and Gamma Phi Beta policies, procedures and initiatives.
- Ability to lead educational conversations with collegians that promote competency development in Gamma Phi Beta's member competencies.

