

Alumnae Chapter Compliance Specialist

Supervisor: Alumnae Chapter Team Leader

Department: Alumnae Engagement

Date Created or Revised: January 2025

Purpose

The alumnae chapter compliance specialist is responsible for overseeing the alumnae chapter's good standing program and creating resources related to the compliance of alumnae chapters.

Responsibilities

- Work with alumnae chapter leaders and their assigned alumnae chapter supervisor to ensure compliance with Gamma Phi Beta's good standing program.
- Serve as a subject matter expert on compliance and reporting for alumnae chapters.
- Review and develop resources pertaining to alumnae chapter compliance.
- Assist alumnae chapter team leader to develop, schedule and facilitate timely training for alumnae chapter officers related to compliance and reporting with content approved by the director of alumnae engagement.
- Work with alumnae chapter supervisors to identify chapters that are not in good standing and determine if support is appropriate and or necessary for the identified alumnae chapter(s).
- With assistance from the alumnae chapter supervisor team, confirm good standing status of each alumnae chapter on an annual basis and report outcomes the alumnae chapter team leader and director of alumnae engagement.
- Be familiar with and adhere to the Sorority's international Bylaws, rules and procedures, Alumnae Chapter Operations Manual and all other relevant materials/resources.

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 one to five hours per week on average. Peak times for this role include October and November, during which time volunteers may exceed the estimated time commitment.
- 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).
- Volunteers in this role will be expected to participate in the Belonging, Equity, Diversity and Inclusion (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

- Communication.
- Teamwork.
- Applied Learning.
- Membership in an alumnae chapter with preference to those with alumnae chapter leadership experience.
- Sound understanding of International Gamma Phi Beta bylaws and rules and procedures as they relate to alumnae chapters and their members.