

FACILITY ADVISOR

Supervisor: Chapter Advisor

Department: Chapter Services

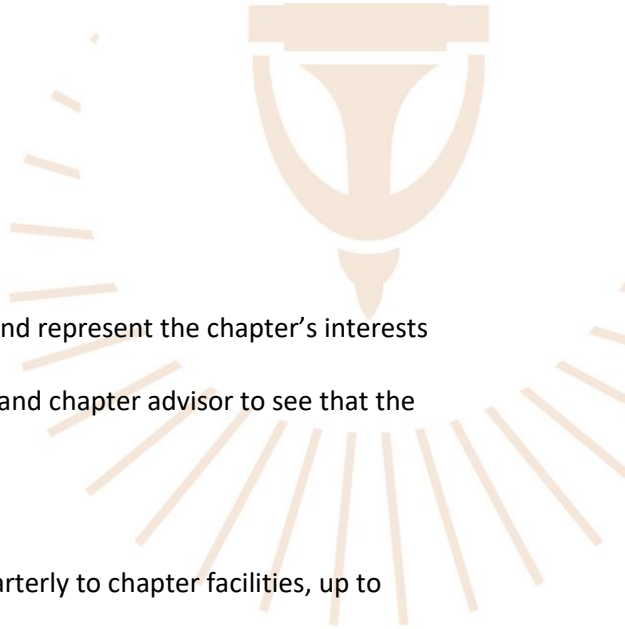
Last Revised: August 2022

Purpose

A facility advisor utilizes her experience, leadership and coaching skills to help her assigned collegiate officers develop as sisters and leaders. She also promotes chapter success by ensuring the facility manager upholds her responsibilities and achieves her goals while following Gamma Phi Beta's policies and procedures.

Responsibilities

- Mentor and coach the facility manager by leading educational conversations that prepare them to embrace the roles and responsibilities of leadership and develop Gamma Phi Beta's member competencies.
- Encourage and reinforce chapter and officer success on a consistent basis by reading monthly officer reports and following up to determine best solutions and praise accomplishments.
- Advise the executive council and/or facility manager in planning and implementing the distribution and completion of all facility agreements (residential, live-out and new member) in compliance with international Gamma Phi Beta guidelines and expectations as outlined in the Collegiate Operations Manual (COM), chapter officer resources and Facilities Management Company (FMC) policies and procedures.
- Review facility rules annually and advise the facility manager on changes that promote an enjoyable and sustainable experience for all members.
- Meet regularly with the facility manager to build a relationship, establish expectations, review progress on goals and hold her accountable to her responsibilities and serve as a resource to the facility manager through ongoing communication.
- Support the facility manager in developing and maintaining essential relationships with the facility director, university partners, affiliated house corporation (AHC) members, FMC staff, vendors and local alumnae.
- 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 facility manager accountable to setting and working toward goals that promote improved chapter facility, operations or culture and completing the assigned tasks as directed by the AHC or FMC.
- Ensure the assigned officer understands and adheres to all international Gamma Phi Beta policies and procedures and FMC policies and procedures.
- Engage in ongoing training and development by reviewing officer and advisor resources and attending position-specific officer and advisor training.

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- Serve as an active member of the chapter's advisory board and represent the chapter's interests to the advisory board.
 - Work with FMC staff or AHC volunteers, the facility director and chapter advisor to see that the facilities are attractive, competitive and well-maintained.

Expectations

- This role requires five hours per month on average.
- Travel: Volunteers in this role will be expected to travel quarterly to chapter facilities, up to eight days per year.
- Learn and utilize Beta Base (chapter reporting system) for assigned chapter.
- Complete all Fidelity volunteer online lessons and other required training.
- Conduct training conversations with chapter advisor within six weeks of appointment.
- Attend all advisory board meetings, retreats and calls. Confer with appropriate officers and advisors on matters as requested by the FMC/AHC.
- Attend all meetings of the AHC or with FMC staff.
- 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

- 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 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.
- Experience with residential sorority facilities is a plus.