

Facility Advisor

Supervisor: Chapter Advisor

Department: Chapter Services

Date Created or Revised: January 2025

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 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.
- 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.
- Review facility rules annually and advise the facility manager on changes that promote an enjoyable and sustainable experience for all members.
- Support the facility manager in developing and maintaining essential relationships with the facility director, university partners, affiliated house corporation (AHC) members, facilities management company (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.
- 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 is appointed for a one-year term ending on July 31, 2026. This role is eligible for reappointment for a total of six terms.
- This role requires three to six 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.