

**Gamma Phi Beta Sorority
Collegiate Chapter Supervisor**



Job Description

Supervisor: Regional/New Chapter Team Leader	Department: Chapter Services
Created: March 2005	Revised: June 2018

Specific Responsibilities

The collegiate chapter supervisor reports to the regional/new chapter team leader who reports to the international team leader-regional operations/new chapter operations. She is responsible for the following:

- A. Manage chapter advisors for assigned collegiate chapter(s).
 - 1. Hire and train chapter advisors for assigned chapters.
 - a. Assist the chapter advisor in ensuring a functional advisory board is appointed and trained.
 - 2. Use tools such as reflective feedback, coaching and goal setting to enhance chapter advisor performance on an ongoing basis.
 - 3. Conduct assigned training with chapter advisors.
 - a. Host regular cohort calls for chapter advisors.
 - b. Send updates with information to enhance chapter advisor performance.
 - 4. Work with chapter advisors to implement plans developed by collegiate chapter recruitment supervisor and finance supervisor.
 - 5. Provide response and feedback to questions, concerns and request within 48 hours.
 - 6. Supervise chapter advisory board in the absence of a chapter advisor.
 - 7. Ensure a thorough transition takes place from when transitioning chapter advisors, including a transition of materials and manuals (e.g. Ritual Manual).
- B. Supervise collegiate chapter activities for assigned chapters.
 - 1. Read and respond to chapter reports to offer support and guidance.
 - 2. Complete Order of the Crescent with assigned collegiate chapter(s) annually.
 - 3. Review suggestions from chapter visit reports to assist the chapter in overcoming challenges.
 - 4. Review all information submitted via Beta Base to ensure collegiate chapters and affiliated house corporations meet all good standing requirements.
 - 5. Review chapter operating documents and plans for compliance with international guidelines and expectations. If plans are not in compliance, coach chapter advisor on necessary revisions.
 - a. Chapter bylaws
 - b. Chapter standing rules
 - c. Social event registrations
 - d. Public relations plan
 - e. Promotional materials (t-shirts, bid day gifts, etc.)
 - f. New member education plan
 - g. Initiation week plan
 - h. Moonball plan
 - i. Fidelity completion
 - j. Senior Celebration
 - 6. Visit collegiate chapter(s) annually and submit a report via Beta Base within 10 days of the visit.
- C. Provide direction for assigned chapter.

1. Work with the collegiate chapter supervisors to execute chapter plans based on Sorority and chapter needs.
 2. Follow up to ensure assigned chapter(s) achieve the specific goals as set forth by the Sorority's strategic plan and chapter plans.
 3. Stay abreast on trends impacting the collegiate member experience.
- D. Operational management
1. Adhere to the approved volunteer expense guidelines.
 2. Ensure completion of assigned monthly reports.
 3. Explain and ensure implementation of international Gamma Phi Beta Articles of Incorporation, Bylaws and Rules and Procedures, etc. by assigned collegiate chapter(s). Provide rationale for changes as needed.
- E. Workforce collaboration
1. Work with other collegiate chapter supervisors, recruitment supervisor, finance supervisor and regional/new chapter team leader and professional staff to ensure healthy chapter operations.
 2. Connect with regional/new chapter team leader to address chapter challenges, crises and situations as appropriate.
 3. Review Panhellenic meeting minutes for any Panhellenic issues or concerns. Notify Panhellenic specialist when issues or concerns arise (e.g. discussions about extension, Panhellenic-wide initiatives).
 4. Collect campus Panhellenic governing documents (bylaws, judicial documents, recruitment rules, accreditation programs, etc.) and send to Panhellenic specialist.
 5. Work with assigned Facilities specialist as needs arise with affiliated house corporations for assigned chapters.
 6. Suggest resources, programming and project teams as needed to appropriate workforce personnel.
 7. Participate in team meetings and calls.

General Responsibilities and Requirements

- A. Serve as a positive role model and promote lifetime membership to all members of the Sorority.
- B. Support international Gamma Phi Beta Bylaws, Rules and Procedures, policies and position statements.
- C. Pay annual international alumnae dues or become a Life Loyal member.
- D. Nurture and mentor those who report to you.
- E. Responsibly manage job-related expenses and adhere to approved budget.
- F. Must have email access, Microsoft Word software and the ability to read Microsoft Excel documents.
- G. Maintain electronic files of all correspondence and historic documents pertaining to the position.
- H. Attend Convention, REAL Leadership Conference and REAL Leadership Institute, if authorized. Conduct meetings or workshops as requested.
- I. Train your successor to ensure a thorough transition. Send all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion.
- J. Perform other duties as assigned.

Time Requirements

- A. Travel: 12 days/year (Convention, other Gamma Phi Beta leadership conferences, team meeting, and chapter visits, as requested)
- B. Office: 10-15 hours/week during the school year