

Risk and Policy Specialist

Supervisor: Managing Director of Risk and Policy

Division: Risk and Policy

Created: January 2017

Specific Responsibilities

The risk and policy specialist reports to the managing director of risk and policy. She is the primary liaison to assigned chapters placed on a probation or supervision status. She is in regular communication with the regional team leaders and collegiate chapter supervisor of her assigned chapters. She may support up to but not limited to four chapters at a time. She is responsible for following:

- Working directly with assigned chapters to fulfill the terms of their probation or supervision status.
- Presenting probation or supervision status letter to the chapter and respond to questions or concerns.
- Creating and maintaining ongoing communication and providing coaching to each assigned chapter through the duration of their probation or supervision term.
- Making annual visits to each assigned chapter and facilitating any programming as appropriate as outlined in the terms of their probation or supervision.
- Participate as needed in regional team calls
- Participate as needed in investigative calls and visits
- Monitor chapters' progress toward meeting sanctions and objectives included in probation and supervision letter, providing regular updates to the regional team.
- Notify the managing director of risk and policy when a chapter has completed the terms of their probation or supervision status.

General Responsibilities

- Respond to all communications in a timely and responsible manner.
- Must have email access and be competent in the use and application of Microsoft Word and Excel.
- Pay annual international alumnae dues or be a LifeLoyal member.
- Responsibly manage job-related expenses and adhere to the approved budget. Submit these expenses for approval to the managing director of risk and policy.
- Maintain electronic files of all correspondence and historic documents pertaining to the position.
- Interact/communicate with other volunteer leaders and International Headquarters professional staff as/when appropriate.
- Support international Gamma Phi Beta Bylaws, Rules and Procedures, policies and position statements.



GAMMA PHI BETA

- Submit recommendations and referrals for volunteers.
- Train your successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion.
- Serve as a positive role model and promote lifetime membership to all members of the Sorority.
- Perform other duties as assigned.

Required Reading

- Collegiate Operations Manual (COM)
- Fidelity Modules: Alcohol, Hazing and Harassment and Sober Monitoring.

Training

If you are appointed as a collegiate support coach, training will be provided.

Risk and Policy Team Includes

Professional Staff

- Managing Director of Risk and Policy

Volunteers

- Collegiate support coach x4

Time Requirements

5-15 hours per week*

**Your time commitment will vary based on how many chapters need support.*

Travel

8-14 days per year*

*Travel commitments will vary based on attendance authorization to the following Sorority events: Convention, other Gamma Phi Beta leadership conferences, the Collegiate department meeting, and chapter assessment/investigative visits as needed)