

## Gamma Phi Beta Sorority Chapter Advisor



GAMMA PHI BETA

### Job Description

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<b>Supervisor:</b> Regional Coordinator	<b>Department:</b> Chapter Services
<b>Created:</b> January 2014	<b>Revised:</b> May 2017

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### Specific Responsibilities

The chapter advisor reports to the regional coordinator/sorority coordinator who reports to the regional director/managing director – new chapters. She is responsible for the following:

- A. Mentor and coach chapter officers and members
- B. Read monthly officer reports and follow-up to determine best solutions
- C. Contribute to and foster open communication throughout the chapter
- D. Facilitate resolution by using strong conflict resolution skills
- E. Encourage and reinforce chapter successes on a consistent basis
- F. Assist the chapter in completing chapter operations expectations as outlined in Order of the Crescent
- G. Work with chapter officers to ensure all Gamma Phi Beta international and chapter policies and procedures are followed
- H. Coach the chapter in developing plans in compliance with international Gamma Phi Beta guidelines and expectations. Review the following items including, but not limited to:
  1. Chapter bylaws
  2. Chapter standing rules
  3. Social event registrations
  4. Public relations plan
  5. Promotional materials (t-shirts, bid day gifts, recruitment décor, signage, etc.)
  6. New member education plan
  7. Initiation week plan
  8. Moonball plan
  9. Fidelity completion
  10. Senior Celebration
- I. Serve as the chairwoman of the advisory board, including the responsibilities:
  1. Recruit and appoint new advisors to the advisory board
  2. Update the advisory board roster on Beta Base as necessary
  3. Lead other advisors as chairwoman of the chapter advisory board
  4. Facilitate an annual advisory board training/retreat
  5. Identify and assign other advisors to attend chapter meetings
- J. Maintain a close and strong partnership with the regional coordinator/sorority coordinator – new chapter

### Operational Knowledge

- A. Strong working knowledge of Collegiate Operations Manual
- B. Strong working knowledge of chapter officer resources on the Gamma Phi Beta website
- C. Strong working knowledge of chapter financial operations

- D. Strong working knowledge of International Gamma Phi Beta
- E. Strong working knowledge of International Bylaws and Rules and Procedures

### **Meeting Participation**

- A. Advisory board meetings, retreats and calls
- B. Chapter business meetings
- C. Other chapter meetings (Fidelity, PACE, etc.)
- D. Executive council meetings
- E. Executive council hearings
- F. Affiliated house corporation meetings, serving as an ex-officio voting member
- G. Membership selection committee meetings
- H. Nominating committee meetings
- I. Chapter officer retreats to assist with officer transitions and planning, as well as goal setting
- J. Leadership conferences and trainings (e.g. REAL Leadership Academy, REAL Leadership Conferences, REAL Leadership Institute, Convention), or choose another advisor to attend in her absence

### **General Responsibilities**

- A. Respond to all communications in a timely and responsible manner as agreed upon with the regional coordinator/sorority coordinator – new chapter and executive council officers.
- B. Must have email access, Microsoft Word and Microsoft Excel software
- C. Pay annual international alumnae dues or be a LifeLoyal member
- D. Maintain electronic files of all correspondence and historic documents pertaining to the position
- E. Interact/communicate with other volunteers and International Headquarters staff as/when appropriate
- F. Support international Gamma Phi Beta Bylaws, Rules and Procedures, policies and position statements
- G. Nurture and mentor those members that report to you
- H. Attend Convention, REAL Leadership Conference and REAL Leadership Institute, if authorized
- I. 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
- J. Serve as a positive role model and promote lifetime membership to all members of the Sorority
- K. Perform other duties as assigned by your supervisor

### **Time Requirements**

- A. Travel: 2 – 9 days/year (Convention, REAL Leadership events, etc.)
- B. Office: 5 – 20 hours per week