

VOLUNTEER POSITION DESCRIPTION

Title: Chapter Advisory Board Member

Operations, Programming, Recruitment, Membership Development, Academic Affairs, Sisterhood, House Management, Health & Wellness

Reports to: Lead Advisor

Time Requirement: The time commitment of a Chapter Advisory Board (CAB) member is a minimum of 10 hours per month (less when classes are not in session), including evenings and weekends, and reasonable availability to chapter members via phone, email, text, and in-person or video-call meetings.

POSITION SUMMARY: These positions are key in assisting each chapter in operating and receiving the appropriate support of work to be successful. The Chapter Advisory Board positions are a unique opportunity to mentor and connect with student leaders and support them in their collegiate sorority experience. All advisors must participate in training provided by the International organization.

CAB members are expected to work collaboratively and cooperatively with each other, the campus, and IHQ, within the parameters of all campus, local, and DPhiE International bylaws, policies, and regulations.

These volunteer roles are open to DPhiE alumnae, campus-based professionals and faculty members, and when necessary, interested volunteers who live in the local area who want to support the nearby chapter of Delta Phi Epsilon. These positions may be held by volunteers who are not members of Delta Phi Epsilon.

KEY ROLES (Essential Job Responsibilities):

- Support the chapter Leadership Team member in the associated position via biweekly meetings.
 - Ownership is on the advisory board member to ensure these meetings are taking place.
- Serves as a liaison between the chapter and the CAB.
- Collaborate with the CAB by participation in monthly CAB meetings.
- Attend leadership team meetings on a rotating basis so that there is always at least one advisor present.
- Attend other chapter meetings and events as you are able to.
- Attend position-specific meetings and events.
 - Recruitment Advisor should attend recruitment events and support the chapter through the recruitment period.
 - Sisterhood Advisor should be present at all Standards Board Hearings.
- Utilizes the Keys Basics to provide quality customer service to our members, university, and vendors.
- Support the Leadership Team member in planning and execution of position-specific events and requirements.
- Provide position-specific approvals.
 - Operations Advisor should approve the budget
 - Membership Development Advisor should approve the New Member Education plan.
- Upholds the vision, mission, purpose, and values of Delta Phi Epsilon Sorority.
- Members will abide by the Alumnae Expectations of Membership.

ASSESSMENT & LENGTH OF SERVICE:

Service as a Chapter Advisory Board member is on an at-will basis, if at any time the volunteer or IHQ feels that it is in the best interest of the organization or volunteer for service to end, it will. We ask that you do not take on an advisory board role without the intention of working with a chapter for at least one year.

All chapter advisory board members will participate in an annual review that will include a self-assessment and meeting with the lead advisor.

As outlined in the Core Competencies of Delta Phi Epsilon Staff & Volunteers, Lead Advisors should have skills in the following areas: Leadership, Advisement, Communication, and Recruitment and be developing the areas of Motivation, and Engagement.

RELATIONSHIPS:

Internal: Maintains close contact with fellow CAB members, IHQ staff, and chapter members to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintains contact with external groups such as university staff and faculty to gauge issues and problem solve.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of volunteers in this role. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of volunteers assigned to this job.