

VOLUNTEER POSITION DESCRIPTION

Title: Lead Advisor

Reports to: Director of Talent Management/IHQ

Time Requirement: The time commitment of a Lead Advisor is a minimum of 15 hours per month (less when classes are not in session), including evenings and weekends, and reasonable availability to chapter members and Chapter Advisory Board (CAB) 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.

The Lead Advisor also has the additional responsibility of managing the Chapter Advisory Board, assisting in the placement of new advisors, assessing and helping to further develop members of their CAB.

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 president member via biweekly meetings.
 - Ownership is on the advisory board member to ensure these meetings are taking place.
 - Additionally, the Lead Advisor ensures that the members of the CAB are holding these meetings.
- Serves as a liaison between the chapter and International Headquarters (IHQ) staff.
- Collaborate with the CAB by leading 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.
- Utilizes the Keys Basics to provide quality customer service to our members, host institution, and vendors.
- Support the chapter president in the planning and execution of her duties.
- Provide approval of forms before sent to IHQ, especially in situations where there are vacant CAB Roles (ie. Approve the budget if no Operations Advisor is in place).
- Attend campus advisor meetings
- Meet with the Fraternity/Sorority Life advisor or professional 1-2 x per year
- Attend any campus-sponsored advisor training and programming.
- Upholds the vision, mission, purpose, and values of Delta Phi Epsilon sorority.
- Members will abide by the Alumnae Expectations of Membership (available in the Officer Portal Document Library).

ASSESSMENT & LENGTH OF SERVICE:

Service as a Lead Advisor 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 Lead Advisors will participate in an annual review that will include a self-assessment and meeting with the Director of Talent Management.

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

RELATIONSHIPS:

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

External: Maintains contact with external groups such as university staff and faculty, and other campus Fraternity/Sorority advisors 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.