



VOLUNTEER JOB DESCRIPTION ADVISORY BOARD DIRECTORS

DESCRIPTION

It is the general responsibility of Advisory Board Directors to support and mentor lead chapter advisors to assist and support collegiate chapters in the areas of chapter relations and standards, finance, recruitment, Ritual, risk management, and chapter advancement. They are instrumental in resolving chapter issues, supporting advisors and have the ability to provide historical context for a chapter. The Advisory Board Directors will work closely with the collegiate facing vice-presidents on National Council and Director of Chapter Services to coordinate resources and provide the support necessary to ensure Alpha Epsilon Phi's strength and resiliency within their assigned chapters. This is a key leadership position in our organization.

TIME:

Estimated 5-10 hours per week, varying within the academic year

Participate in volunteer development training

Travel not required but may be requested

Attend convention

TERM: 2-year term

APPOINTED BY: National Council

SUPPORTED BY: Vice President-Finance, Vice President-Chapter Operations, Vice President-Membership Experience, and Vice President-Growth and Retention

NATIONAL OFFICE STAFF CONTACT: Director of Chapter Services

PROVIDES SUPPORT TO: Chapter Advisors, Chapter Presidents

RESPONSIBILITIES

Coach and develop advisors to assist and support collegiate chapters

Stand-in for any member of the advisory board, if they are unable to fulfill their duties or responsibilities for a specific task.

Should issues arise amongst advisory board members, they are the mediator for the advisory board, and provide support to the lead advisor, and the remainder of the board, as needed.

Provide targeted support to resolve chapter issues as those needs arise

- Utilize the volunteer structure and relevant resources to connect chapters with necessary supports (e.g., specialists, staff, Policies of Alpha Epsilon Phi)

Partner with Director of Chapter Services and Traveling Educational Consultants (TEC), chapter officers, chapter advisors, specialists and volunteers to support growth for each individual chapter in their assigned region

Facilitate ongoing communication between collegiate chapters, chapter advisors and volunteers regarding chapter needs and volunteer openings

- Communicate regular calls and/or emails with chapter advisors, chapter presidents, volunteer specialist and National Office staff

Stay informed and updated on Sorority initiatives, programs and best practices for chapter operations and programs, and positively advocate for their sound implementation ● Read and be familiar with:

- Sorority Constitution, Bylaws and Policies

- This information is available under HQDocs found on PhiPortal

- Provide positive and consistent support for Sorority decisions, programs and initiatives
- Attend training opportunities in person and online, as requested

Follow and support general volunteer responsibilities

- Uphold all state and federal laws
- Uphold all policies and procedures
- Attend biennial Convention, Summer Leadership and/or any other AEPi development opportunities and meetings, as requested
- Maintain current and accurate information in Sorority database
- Respond promptly within 48 hours to all forms of communication regarding volunteer role
- Maintain confidentiality around Sorority, chapter and member business