



# **VOLUNTEER JOB DESCRIPTION LEAD ADVISOR**

## **DESCRIPTION**

It is the general responsibility of the Lead Advisor to provide support as an advisor, mentor and mediator to the collegiate chapter advisory board, in an effort to support the collegiate chapter officers. The lead advisor supports the overall success of the collegiate chapter, officers and advisors, while serving as a liaison between the advisory board, Advisory Board Director, and collegiate officers. The Lead Advisor will partner with the Advisory Board Director and the Director of Chapter Services to communicate needs and ensure the success of the chapter.

### **TIME:**

Estimated 5-8 hours per week, varying within the academic year

Participate in volunteer development training

Travel not required. Advisors who are not local, may be asked to go to do a chapter visit

Attend convention

**TERM:** 2-year term

**APPOINTED BY:** National Council

**SUPPORTED BY:** Advisory Board Director

**NATIONAL OFFICE STAFF CONTACT:** Director of Chapter Services

**PROVIDES SUPPORT TO:** Chapter President, Operations Advisor, Recruitment Advisor, Membership Experience Advisor, Finance and Community Relations Advisor

## **RESPONSIBILITIES**

**Support the overall success of collegiate chapter and the advisory board**

### **Lead the advisory board**

- Maintain a well-informed advisory board
- Assist in recruiting advisory board members
- Coordinate role responsibilities for all advisors
- Establish and maintain consistent communication with the entire advisory board including at least one meeting per month.
- Provide team building and management of the advisory board

### **Mentor chapter officers and committees**

- Support the overall effectiveness and efficiency of the executive board
- Support operation of Standards Board
- Support elections and officer transitions
  - This should be lead by the operations advisor

**Assist in the application of all Sorority's governing documents, programs and best practices  
Monitor chapter minutes and reports submitted**

- Ensuring accuracy
- Stay informed regarding current chapter functioning

**Complete monthly reporting** *(additional information will be provided following convention 2023)*

**Advise chapter leadership through the process of creating a balanced chapter calendar**

**Encourage chapter members to apply for Sorority, campus and other awards**

**Serve as a liaison for chapter officers, advisory board, and other volunteers to ensure clear communication, messaging and support**

- Maintain consistent communication with the Advisory Board Director
- Schedule advisory presence at executive board and chapter meetings
- Establish communication with house corporation president if applicable
- Establish and maintain weekly communication with chapter president
- Collaborate with chapter and Sorority visitors in preparation for visits
- Assist the Operations advisor and National Office staff in monitoring Sorority disciplinary processes
  - Monitor completion of terms
  - Communicate progress regularly

**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