



Alpha Chi Omega Operational Volunteer Position Description

Position Title: Risk Management Specialist

Position Summary: Work with Collegiate Volunteer Experience Team and staff counterpart to assist chapters in all areas of risk management. Outcomes include: improved event planning strategies, greater understanding and utilization of risk management policies, greater understanding and utilization of the risk management committee, awareness of Alpha Chi Omega backstops and risk management philosophy and increase in risk management education within the chapter.

Essential Role Responsibilities: (*Easily measured for evaluation purposes*)

1. Assist chapters (as needed) with reviewing, understanding and upholding relevant statement of policy, practice and position (listed below).
2. Assist chapters (as needed) in filling out FORM C144, creating social event plans and evaluating the success of social events.
3. Assist chapters (as needed) in creating and implementing risk management education programs.
4. Assist chapters (as needed) in regards to risk reduction in their chapter and on their campus
5. Revise fraternity risk management educational materials as needed.
6. Read, review, understand and uphold all relevant statements of policy, practice and position:
 - a. Policies and Procedures of Alpha Chi Omega Fraternity
 - b. FIPG
 - c. Model Chapter Bylaws
 - d. Model House Rules (when applicable)
 - e. Member Code of Conduct
 - f. Statement of Position on Hazing
 - g. Statement of Position on Alcohol and Drugs
 - h. Member Accident Protection Program (MAPP)
 - i. Alpha Chi Omega Risk Management Philosophy
 - j. Alpha Chi Omega Backstops
 - k. Federal Law
 - l. State Law (most relevant are legal age of consumption and hazing)
 - m. Campus policy and philosophy
 - n. Related Forms, including:
 - i. FORM C144 Event Planning Proposal
 - ii. Third Party Vendor Checklist
 - iii. BYOB Checklist
7. File monthly reports on assigned chapters by 15th of each month.

8. Participate in all scheduled team phone calls.
9. Communicate regularly with Lead Specialist.
10. Estimated time commitment: 2-3 hours weekly

Working and Reporting Relationships: Reports to Risk Management Lead Specialist; works in tandem with Collegiate Experience Staff and directly with collegiate chapter officers and advisors.

Qualifications: An alumna in good standing; belief in Alpha Chi Omega's values and brand identity; ability to coach and mentor others; ability to think strategically to accomplish above stated outcomes.

Lead Specialists and Specialists may not serve in more than one role on the Collegiate Experience Volunteer Team at a time. Additionally, Lead Specialists and Specialists may not serve as Province Collegiate Chairs or Province Alumnae Chairs.

Organization Expectations: During the term, the volunteer will:

- Support the Alpha Chi Omega Foundation with an annual tax-deductible gift of any amount.
- Become a Life Loyal Alpha Chi Omega.