

Chapter Advisor

POSITION DESCRIPTION

POSITION SUMMARY:

The chapter advisor provides advice and counsel to the chapter; chairs the advisory board; educates the chapter regarding the National Fraternity and campus policies; is the go-to person for the chapter president; and is the conduit of information between Alpha Chi Omega staff, the province collegiate chair (PCC), the advisory board, and the chapter members.

ESSENTIAL ROLE RESPONSIBILITIES:

- Delegate advisory responsibilities to other alumnae in the area through appointment of positional advisors to the advisory board.
- Call and conduct regular meetings of the advisory board.
- Confer weekly with the chapter president.
- Attend executive board meetings as often as possible. Serve as a resource for chapter officers who may not have other advisory board support available to them.
- Attend as many of the regularly scheduled chapter meetings as possible.
- Attend the chapter's goal-setting sessions and retreats.
- Work with the PCC or assigned specialist that oversees the collegiate chapter.
- Attend province or state day gatherings, if applicable.
- Follow the policies and procedures that relate to collegiate chapter operations and programming.
- Verify that the collegiate chapter's membership reports, budget and bylaws are accurate and sent to headquarters by the due dates. Communicate with the campus fraternity/sorority advisor and/or college/university officials.
- Attend any Panhellenic advisor meetings.
- Work with Pearl Stone Partners to successfully manage employees who support the chapter and facility, if applicable.

ESTIMATED TIME COMMITMENT:

Chapter advisors typically spend 5-10 hours a week volunteering with their chapter. This time commitment can vary depending on the time of year for the chapter.

WORKING AND REPORTING RELATIONSHIPS:

- Volunteer supervisor: province collegiate chair, new chapter development specialist or chapter advancement specialist



- Staff liaison: associate director of collegiate experience
- Managing department(s): collegiate experience
- Volunteer team: collegiate experience volunteers
- This position works closely with headquarters staff, volunteer specialists, advisory board members and collegiate chapter executive board officers.

QUALIFICATIONS:

- Alumna in good standing
- Champion for Alpha Chi Omega's values and brand ambassador
- Previous experience on an advisory board, supervisory or other relevant experience

ORGANIZATION EXPECTATIONS:

- The volunteer will participate in the annual evaluation process.
- The volunteer will sign her Volunteer Acknowledgements, annually.
- The volunteer will attend Volunteer Summit and other in-person or virtual trainings as requested.
- Occasionally the volunteer may be asked to travel on behalf of Alpha Chi Omega. It is expected that the volunteer adheres to all volunteer travel guidelines.
- The volunteer will be a positive financial steward of the Fraternity's monetary resources.
- Per Alpha Chi Omega Policy C11.6, chapter advisors cannot serve as members of a local housing corporation.
- Per Alpha Chi Omega Policy V7.2-3, chapter advisors cannot serve as national volunteers such as province officers, volunteer directors or lead specialists.

ORGANIZATION ENCOURAGEMENTS:

- During the term, the volunteer is encouraged to support the Alpha Chi Omega Foundation with an annual tax-deductible gift of any amount.
- The volunteer is encouraged to attend convention, as she is able.
- The volunteer is encouraged to maintain active membership in an alumnae chapter.