



## Alpha Chi Omega Operational Volunteer Position Description

**Position Title:** CRS Specialist

**Position Summary:** Work with Collegiate Volunteer Engagement Team and staff counterpart to assist chapters in all areas of CRS. Outcomes include: improved sanctioning in CRSB, greater understanding and utilization of CRS policies, improving member accountability, increased understanding about the bylaws process and improved relationship between board and chapter members.

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

1. Read, review, understand and uphold all relevant statements of policy, practice and position.
  - a. Model Chapter Bylaws
  - b. Model House Rules (when applicable)
  - c. Member Code of Conduct
  - d. Related Forms, including:
    - i. FORM C5-B Disciplinary Suspension
    - ii. FORM C5-D Membership Resignation
    - iii. FORM C93 Chapter Relations and Standards Board Minutes
    - iv. FORM C116-C Statement of Obligation
    - v. Crisis Management Plan
    - vi. Federal Law
    - vii. FIPG
    - viii. Policies and Procedures of Alpha Chi Omega Fraternity
    - ix. Fraternity Process
    - x. Ritual of Alpha Chi Omega
    - xi. State Law (most relevant are legal age of consumption and hazing)
2. Assist chapters with bylaw revision process.
3. Assist chapters (as needed) with ongoing education about CRSB (the role and responsibilities of each board member, the chapter's positive points system, the Fraternity Process and procedures used for CRSB meetings).
4. Assist chapters (as needed) with chapter-specific CRSB issues.
5. Encourage chapters to utilize CRSB to positively reinforce members who exemplify the values and standards of Alpha Chi Omega.
6. Assist chapters (as needed) on educational programming about decision making which reflects healthy choices and respects human dignity.
7. Assist chapters (as needed) on assessing CRS resources within Alpha Chi Omega and on their individual campuses.
8. Revise fraternity CRS educational materials as needed.
9. File monthly reports on assigned chapters by 15th of each month.

10. Participate in all scheduled team phone calls.
11. Communicate regularly with Lead Specialist.
12. Estimated Time Commitment: 1-2 hours weekly

**Working and Reporting Relationships:** Reports to CRS 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.

**Organization Expectations:** During the term, the volunteer will:

- Support the Alpha Chi Omega Foundation with an annual tax-deductible gift that is meaningful and significant to you.
- Become a Life Loyal Alpha Chi Omega.