

BOLD GOALS:

- To ensure that the assigned chapter(s) has a full orientation and understanding of the National Fraternity structure and organization, as well as policies, procedures, and best practices to remain in good standing with the Fraternity.
- To prioritize advancement toward chapter benchmarks as identified by the National Fraternity.
- To ensure that every assigned college chapter has a trained and functioning advisory board.
- To ensure monthly communication and the transfer of information to chapter leadership and advisory boards.
- To continuously work in partnership with National Fraternity staff and volunteers to support college chapters and execute the strategic needs of the Fraternity.

OUTLINE OF RESPONSIBILITIES:

- Review and process Chapter President reports submitted, and review all other chapter reporting, providing feedback and follow-up as necessary.
- Review and respond to Fraternity Headquarters results and benchmarks for chapter success, initiating strategic goals and plans when necessary and congratulating chapters for excellence when deserved.
- Disseminate information sent from Fraternity Headquarters in the monthly Volunteer Update to advisory boards and chapter leadership in a timely manner.
- Partner with and maintain frequent and open communication with the Associate Director of Area Development, Educational Leadership Consultant(s) and Leadership Coach(es), the National Directors Network, and other Fraternity Headquarters staff members and volunteers to develop strategies that will help the college chapter improve and realize its potential.
- Become familiar with all Fraternity manuals and resources with emphasis on the Alpha Xi Delta Policies and Procedures and Health and Safety Policies.
- Respond quickly to risk management violations, investigating individual member conduct issues as needed, and escalating chapter conduct issues to Fraternity Headquarters staff. Support the chapter in implementing educational initiatives if the chapter creates or receives terms for a Not in Good Standing, Probation, or Charter in Suspension status.
- Recruit and train the advisory board, providing guidance, counsel, and feedback as needed, and disseminate information from Fraternity Headquarters as necessary.

- Work with chapter advisory board members and Educational Leadership Consultant(s) to ensure that all chapter officers are effectively trained. Communicate expectations for Educational Leadership Consultant, Leadership Coach, and other Fraternity visits to college chapters, including hosting, meeting, and programming requirements.
- Communicate with Territory Directors to help college chapters improve their operations and realize their potential.
- Encourage and nurture relationships between assigned college chapters and volunteers.

TRAINING AND SUPPORT:

- Attend monthly training calls, additional training, and educational opportunities provided by the National Fraternity and industry experts.
- Provided with existing support materials related to the position.
- Resources related to the position will be provided as they are developed by Fraternity Headquarters.
- The Associate Director of Area Development will be the staff point of contact and will train, assist and support when necessary.

REPORTING:

- Advisory Board Update Report
- Travel Notification Form
- Reports as assigned by staff liaison

TIME COMMITMENT:

- Approximately 5-10 hours per week. Variable with chapter business.
- Travel to college chapters as needed and approved.

STAFF LIAISON:

- Associate Director of Area Development