

## Advisory Board Member Job Description

**Title:**           **Advisory Board Member**  
(e.g., Financial, Recruitment, Sister Development, Administrative, Risk Management, Alumnae, Housing, Standards, Chapter Excellence, etc.)

**Reports to:**   **Chapter Key Advisor**

### Position Summary

An advisory board member shall serve as a representative of the Fraternity in all interactions with the chapter in her various roles. She will work in partnership with the chapter key advisor, membership manager, community archon, and community advisory board member, keeping them fully and accurately informed of the affairs of the chapter. She will also perform the duties enumerated for her in the ritual of Phi Sigma Sigma.

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### Key Relationships

- Executive Board Officers
- Committee Chairmen
- Chapter Key Advisor
- Greek Advisor and University Administrators

### Other Interactions

- Membership Manager
  - Community Archon
  - Headquarters Staff
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### Minimum Requirements

- Meet monthly with chapter key advisor/advisory board (in-person/teleconference).
- Meet monthly with chapter executive board officer or chairman in relation to advisory board position.
- Attend 80% of chapter events related to advisory board position. Notify CKA and/or chapter 24 hours in advance if unable to attend events.
- Successfully complete the “all volunteer” training modules within 30 days of accepting volunteer position.
- Successfully complete five additional advisory board training modules within the first year.
- Successfully complete four additional training modules (one per quarter) each year following the first year in position.

### Primary Responsibilities

- Represent the international organization and promote behaviors consistent with the policies, procedures and core values of Phi Sigma Sigma.

# Phi Sigma Sigma

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- Counsel executive board officer or chairman and committee in relation to position.
- Attend advisory board meetings to keep current on Fraternity initiatives and policies.
- Attend chapter activities in relation to advisory board position.
- Provide guidance regarding compliance with Fraternity programs, policies and procedures in relation to advisory board position.
- Monitor communication within chapter for potential conflicts and facilitate resolution when conflicts occur.
- Facilitate officer transitions.
- Monitor chapter performance.

## **Knowledge, Skills, and Abilities (KSAs)**

### *Leadership*

- Ability to support, encourage and take responsibility for assisting the chapter.
- Ability to prioritize and manage multiple projects.
- Ability to inspire and motivate others.

### *Organizational Knowledge*

- Knowledge of Fraternity policies, procedures, constitution, and bylaws.
- Knowledge of Fraternity programs including Chapter Excellence, Reflections, Vision, Pathways, ACHIEVE, and any other program pertinent to position.

### *Relationships*

- Ability to work and communicate with collegians and Phi Sigma Sigma staff and volunteers.

### *Communication*

- Excellent communication skills, including the ability to handle conflict and confrontation.
- Ability to respond to inquiries from chapters, university administrators, Headquarters staff and Fraternity volunteers in a timely manner.

Advisory Board Member's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_