



Chapter Key Advisor Job Description

Title: Chapter Key Advisor
Reports to: Membership Manager

Position Summary

The chapter key advisor shall serve as a representative of the Fraternity in all of her interactions with the chapter. She will work in partnership with her membership manager and community archon, 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.

Key Relationships

- Collegiate Chapter Archon
- Membership Manager
- Chapter Advisory Board Members, including Faculty Advisor
- Community Archon
- Greek Advisor and University Administrators

Other Interactions

- Community Fraternity Volunteers
 - Headquarters Staff
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Minimum Requirements

- Successfully complete the “all volunteer” training modules within 30 days of accepting volunteer role (if not previously completed).
- Successfully complete five chapter key advisor-specific training modules within 30 days of accepting position.
- Successfully complete four training modules (one per quarter) every year following first year in position.
- Communicate monthly, or more often as needed, with membership manager by e-mail or phone.
- Submit end-of-semester report.
- At a minimum, attend (mandatory):
 - Two chapter meetings/month
 - One recruitment event per semester in addition to bid matching
 - One philanthropy event per semester
 - Initiation(s)
- Notify chapter 24 hours in advance if unable to attend a chapter function. Find advisory board member to attend when possible.



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- Attend Fraternity-sponsored training events including, but not limited to, Leadership Conference (annually) and Convention (biannually). *Please note that both Leadership Conference and Convention do require a monetary registration fee.*
 - Attend university-hosted Greek advisor and/or Panhellenic meetings for chapter advisors.
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Primary Responsibilities

Fraternity

- Represent the international organization and promote behaviors consistent with the policies, procedures and core values of Phi Sigma Sigma.
- Maintain an open line of communication with the membership manager and community archon.
- Identify and train future chapter key advisor candidates in order to ensure continuity.
- Serve as a mentor to the collegiate women and advisory board members.

Collegiate Chapter

- Serve as the primary liaison between the chapter and the Fraternity.
- Monitor chapter performance.
- Ensure that all executive board officers and executive council chairmen are appropriately trained for their positions.
- Provide proactive guidance regarding compliance with Fraternity ritual, programs, policies, procedures, constitution and bylaws.
- Monitor communication within the chapter for potential conflicts and ensure conflicts are addressed.

Advisory Board

- Serve as the chairman of the advisory board.
- Communicate with advisory board members to ensure awareness of current and potential chapter issues.
- Hold monthly advisory board meetings per academic calendar (in person or by teleconference).
- Assist in the recruitment, training and mentoring of advisory board members.
- Provide guidance to the chapter and advisory board members to assist them in discussing and documenting their responsibilities and expectations on an annual basis.

University

- Meet with the campus Greek advisor, Panhellenic advisor and/or student activities director at least once a semester.
 - Participate in the campus Panhellenic and/or Greek council at a level equivalent to other sorority advisors on campus, including bid matching.
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Knowledge, Skills, and Abilities (KSAs)

Leadership

- Ability to inspire and motivate others.
- Ability to support, encourage and take responsibility for training and mentoring advisory board members.
- Ability to prioritize and manage multiple projects.

Organizational Knowledge

- Knowledge of Fraternity ritual, policies, procedures, constitution and bylaws.
- Knowledge of risk and crisis management procedures.
- Knowledge of Fraternity programs including Chapter Excellence, Reflections, Vision, Pathways, ACHIEVE, and Billhighway.

Relationships

- Ability to work and communicate with collegians and Phi Sigma Sigma staff and volunteers.
- Ability to build relationships with university administrators.

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.

CKA Signature: _____

Date: _____