



VOLUNTEER JOB DESCRIPTION MEMBERSHIP EXPERIENCE ADVISOR

DESCRIPTION

It is the general responsibility of the Member Experience Advisor to provide support as an advisor, mentor and mediator to chapter officers. They will support the overall success of the chapter, officers, and advisors, while serving as a liaison to the advisory board, volunteers and officers. The Membership Experience Advisor will directly advise the VP-Programming, sisterhood chairs, scholarship, Panhellenic delegate, social chair, alumnae chair, and all other officers and chairs who contribute to the membership experience. Membership experience encompasses chapter programming, Greek community involvement as examples.

TIME:

Estimated 3-5 hours per week, varying within the academic year

High-volume time periods could include

Participate in volunteer development training

Travel not required. Advisors who are not local, may be asked to go to do a chapter visit

Attend convention

TERM: 2-year term

APPOINTED BY: National Council

SUPPORTED BY: Vice President-Membership Experience

NATIONAL OFFICE STAFF CONTACT: Director of Educational Programming

PROVIDES SUPPORT TO: Chapter Vice President of Programming, New Member Educators, Sisterhood Chair, Chapter Jewish Heritage Chairs, Chapter DEI(B) Chairs, Alumnae Chair, Panhellenic Delegate, and Scholarship Chair

RESPONSIBILITIES

Support the overall success of the chapter and advisory board

- Join the advisory board meetings prepared to discuss
 - Any progress, issues or upcoming events related to programming and development
 - Social events
 - Second AVENUE Programming
 - Third AVENUE
 - Sisterhood events
 - New Member Education
- Maintain consistent communication

Mentor chapter officers and committees

- Provide support in the planning and execution of the new member education program
- Oversee and provide support in the Heart Sister (big/little) selection process

- Support the overall effectiveness and efficiency of all programs (First Avenue, Second Avenue, sisterhood, social, etc. programming)

Attend New Member Education Meetings at least once during the new member program

- This can be done virtually or in person

Establish weekly communication with the New Member Educator during the new member program

Stay informed and updated on Sorority initiatives, programs and best practices for chapter operations and programs, and positively advocate for their sound implementation

- Read and be familiar with:
 - Sorority Constitution, Bylaws and Policies
 - This information is available under HQDocs found on PhiPortal
- Provide positive and consistent support for Sorority decisions, programs and initiatives
- Attend training opportunities in person and online, as requested

Follow and support general volunteer responsibilities

- Uphold all state and federal laws
- Uphold all policies and procedures
- Attend biennial Convention, Summer Leadership and/or any other AEPi development opportunities and meetings, as requested
- Maintain current and accurate information in Sorority database
- Respond promptly within 48 hours to all forms of communication regarding volunteer role
- Maintain confidentiality around Sorority, chapter and member business