



# VOLUNTEER JOB DESCRIPTION OPERATIONS ADVISOR

## DESCRIPTION

It is the general responsibility of Operations Advisor to provide support as an advisor, mentor, and mediator to chapter officers. The Operations Advisor oversees the day to day chapter operations, providing support and feedback. They are responsible for leading officer transition, leadership training and goal setting. The Operations Advisor will directly advise the VP-Operations, VP- Social Standards, and all other officers and chairs who contribute to the day to day operations of the chapter.

## TIME:

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

High-volume time periods could include election and office transition times

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-Chapter Operations

**NATIONAL OFFICE STAFF CONTACT:** Director of Educational Programming

**PROVIDES SUPPORT TO:** Chapter Officers including President, VP-Social Standards, VP-Operations, or other operational roles.

## 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
    - Standards Board Hearings
    - Officer Transition
    - Leadership Training
    - Goal Setting and Review
    - Elections

### Maintain consistent communication

### Mentor and support collegiate chapter officers and committees

- Support in the execution of elections, executive board development and officer transitions

### Establish and maintain weekly communication with the VP-Operations and the VP-Social

## **Standards**

**Read and be familiar with the chapter bylaws**

**Monitor chapter minutes and reports submitted to ensure accuracy and to stay informed in regarding chapter functioning**

**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