



Chapter Advisory Board Competency Model Workgroup – Phase I

Volunteer Position Description

Overview:

In 2016, Alpha Sigma Tau contracted with R.I.S.E. Partnerships to research and develop an advisor competency model. The model provides clear definition of the role, objectives, and functions of a Chapter Advisory Board member, and outlines 24 competency areas (knowledge, skills, and attitudes) needed for successful advising.

The volunteers of the Advisor Workgroup will serve to support the mission of Alpha Sigma Tau by advancing the Chapter Advisory Board Competency Model, which is designed to better train, educate, and develop advisors so they, in turn, can best support collegiate chapter officers.

The Phase I Workgroup specifically will contribute through completion of tasks related to defining advisor expectations, evaluating and making recommendations for the chapter advisory board structure, and editing or developing clear position descriptions. Future phases will focus on new advisor onboarding and training; advisor re-education, training, and information delivery; and development of a peer coaching program.

The project will be completed in four (4) phases over three (3) years. Volunteers are currently being sought for Phase I. Phase I participation does not imply, guarantee, or expect involvement in future phases of the project.

Areas of Focus: Chapter Advisory Board Development

Reports to: Associate Executive Director of Member Services

Direct Reports: None

Time Commitment and Term:

Phase I: June – December 2017; 1-3 hours per week

Phase II: August 2017 – June 2018; 2-4 hours per week

Phase III: July 2018 – May 2019; 2-4 hours per week

Phase IV: January 2019 – June 2020; 2-4 hours per week

Primary Responsibilities and Expectations:

Phase 1: Advisor Operating Norms/Expectations, Chapter Advisory Board Structure, and Chapter Advisory Board Position Descriptions

The Phase I Advisor Workgroup, with support and guidance from Headquarters staff, will be responsible for the following tasks:

- Reviewing and discussing existing data related to the Chapter Advisory Board member experience.
- Developing a set of advisor operating norms/expectations for all Chapter Advisory Board members in alignment with National governing documents and volunteer expectations.
- Using available data to evaluate the existing Chapter Advisory Board Structure and make recommendations for modifications.
- Editing or developing Chapter Advisory Board position descriptions based on recommended changes, if necessary.
- Providing feedback for consideration related to a revised advisor recruitment, application, and appointment process.

Phase I Advisor Workgroup participants will be expected to participate in regularly scheduled video conference calls using online services made available by the National Organization. Participants will also be expected to complete workgroup assignments outside of regularly scheduled meeting times, including but not limited to: reviewing existing data, reports, position descriptions, guides, manuals, and process documents; soliciting feedback or input from relevant stakeholders to inform recommendations; drafting or editing written documents; and/or researching related topics to inform workgroup tasks and recommendations.

Preferred Skills and Attributes:

- Understanding of training and development principles, adult learning theory, curriculum design, and/or assessment and evaluation.
- Familiarity with the Alpha Sigma Tau Advisor Competency Model.

Required Qualifications:

- Must be in good standing with Alpha Sigma Tau National Sorority in accordance with the National Governing Documents
- Current or previous experience serving as a member of a Chapter Advisory Board, or in another National or Chapter Officer role.
- Knowledge and understanding of Alpha Sigma Tau collegiate chapter operations, and National governing documents and policies
- Excellent written and oral communication skills
- Reliable and follows through on deadlines and assignments
- Able to utilize multiple methods of technology (Microsoft Office, video conferencing services, Basecamp project management tool, etc.)
- Responds to Sorority business in a timely manner
- Maintains open communication with Alpha Sigma Tau Headquarters Staff
- Is driven by the mission of Alpha Sigma Tau

Anticipated Start Date: June 2017

Application Process:

Review of applications will begin **June 16, 2017**, and will be accepted until positions are filled.

Interested applicants should submit via email the following:

1. Fully completed [Online Alpha Sigma Tau Volunteer Application Form](#)
2. Résumé (to be uploaded in the [Volunteer Application Form](#))
3. Responses to the following questions (to be uploaded in the [Online Volunteer Application Form](#)):
 - a. Describe your approach/philosophy for advising, including what you believe to be the purpose and roles/responsibilities of an advisor.
 - b. Why are you interested in serving on the Phase I Advisor Workgroup?
 - c. What knowledge, skills, or qualifications can you contribute to help advance the goals of the Phase I Advisor Workgroup?

Questions regarding the volunteer workgroup should be directed to Angie Bong, Associated Executive Director of Member Services, at abong@alphasigmatau.org.