

## Communications Advisor

<b>Focus Areas</b>	Branding, Chapter Image, Campus and Community Outreach, Engagement, Communications, Philanthropy
<b>Relevant Chapter Standards of Excellence</b>	Communication, Public Awareness & Engagement
<b>Position Competencies</b>	<ul style="list-style-type: none"> <li>● <i>Brand Awareness &amp; Education:</i> Knowledge and understanding of Phi Sigma Pi branding; ability to educate and inform Chapters of policies; demonstrate awareness of the organization's image to external environment</li> <li>● <i>Innovative:</i> Constantly strive to bring new ideas, practices and management ideas; motivates Chapters to consider ideas and approaches that support Phi Sigma Pi's mission</li> <li>● <i>Decision-Making:</i> Consistently show sound judgement when making professional decisions; weighs and understands all sides of an issue; seeks information and understanding prior to a conclusion</li> </ul>
<b>Primary Responsibilities</b>	<ul style="list-style-type: none"> <li>● Monitor Chapter progress and completion of Chapter Standards of Excellence</li> <li>● Inform Chapters on the importance of following the Phi Sigma Pi brand and style guide</li> <li>● Encourage Chapters in connecting and building a strong partnership with our National Philanthropy, Hugh O'Brian Youth Leadership (HOBY)</li> <li>● Identify opportunities for Chapters to engage with their local community and campus</li> <li>● Coach Chapters in establishing and executing a communications calendar</li> <li>● Encourage community outreach and engagement</li> <li>● Complete assigned tasks and responsibilities in a timely manner</li> <li>● Complete required certified Advisor trainings</li> <li>● Perform other duties as assigned</li> </ul>
<b>Chapter Points of Contact</b>	Public Relations Chair, Service Chair (positions may vary by Chapter)

## Development Advisor

<b>Focus Areas</b>	Chapter Morale, Member Retention, Committees, Programming, Strategy and Evaluation, <i>The Ritual</i>
<b>Relevant Chapter Standards of Excellence</b>	Chapter Development, Chapter Sustainability and Strategy & Evaluation
<b>Position Competencies</b>	<ul style="list-style-type: none"> <li>● <i>Relationship Building</i>: Consider and respond appropriately to the needs and feelings of Members; listen effectively; inspire and foster team commitment, pride, and trust; facilitate cooperation and motivate Members to live into our shared mission</li> <li>● <i>Open-Mindedness</i>: Treat others with respect; demonstrate a positive attitude; freedom from prejudice; promote change for development; behave in an honest, fair and ethical manner; model high standards of ethics</li> <li>● <i>Decision-Making</i>: Consistently show sound judgement when making professional decisions; weighs and understands all sides of an issue; seeks information and understanding prior to a conclusion</li> </ul>
<b>Primary Responsibilities</b>	<ul style="list-style-type: none"> <li>● Monitor Chapter progress and completion of Chapter Standards of Excellence</li> <li>● Support Chapters in motivating, encouraging and inspiring Members</li> <li>● Facilitate interpersonal mediation within Chapters</li> <li>● Evaluate the appropriateness and effectiveness of Chapter programming and identify opportunities for improvement/recognition</li> <li>● Offer leadership and guidance to ensure the development of strategic initiatives</li> <li>● Complete assigned tasks and responsibilities in a timely manner</li> <li>● Complete required certified Advisor trainings</li> <li>● Perform other duties as assigned</li> </ul>
<b>Chapter Points of Contact</b>	Vice President, Recruitment Advisor, Initiate Advisor (positions may vary by Chapter)

## Finance Advisor

<b>Focus Areas</b>	Chapter Budget, Fundraising, Managing Accounts, Dues
<b>Relevant Chapter Standards of Excellence</b>	Finance and Operation
<b>Position Competencies</b>	<ul style="list-style-type: none"> <li>● <i>Financial Proficiency:</i> Knowledge of how to prepare and manage a balanced and successful operational budget; considers implications of financial decisions and suggests methods for development and growth</li> <li>● <i>Detail Oriented:</i> Thoroughness in accomplishing a task through concern for all of the areas involved; monitors and checks work or information and plans and organizes time and resources efficiently</li> <li>● <i>Decision-Making:</i> Consistently show sound judgement when making professional decisions; weighs and understands all sides of an issue; seeks information and understanding prior to a conclusion</li> </ul>
<b>Primary Responsibilities</b>	<ul style="list-style-type: none"> <li>● Monitor Chapter progress and completion of Chapter Standards of Excellence</li> <li>● Advise the Treasurer and Fundraising Committee</li> <li>● Ensure that Chapters are meeting standards in order to be compliant with National policy</li> <li>● Assist the Chapter Treasurer with annual budgeting and financial goal setting questions</li> <li>● Aid Chapter leaders in account management</li> <li>● Review Chapter process for collecting dues and fines</li> <li>● Educate Chapters on financial best practices</li> <li>● Evaluate the Chapter's fundraising initiatives and identify new opportunities for growth</li> <li>● Complete assigned tasks and responsibilities in a timely manner</li> <li>● Complete required certified Advisor trainings</li> <li>● Perform other duties as assigned</li> </ul>
<b>Chapter Points of Contact</b>	Treasurer, Fundraising Chair (positions may vary by Chapter)

## Operations Advisor

<b>Focus Areas</b>	Governing Documents, Chapter Records, Membership Roster, Due Dates, Officer Transitions, Parliamentary Procedure
<b>Relevant Chapter Standards of Excellence</b>	Chapter Leadership & Governance and Compliance & Ethics
<b>Position Competencies</b>	<ul style="list-style-type: none"> <li>● <i>Detail Oriented:</i> Thoroughness in accomplishing a task through concern for all of the areas involved; able to organize information in order to plan time and resources efficiently</li> <li>● <i>Leading Change:</i> Ability to mentor and coach Chapters through strategic development to meet and exceed organizational goals in order to improve operations</li> <li>● <i>Decision-Making:</i> Consistently show sound judgement when making professional decisions; weighs and understands all sides of an issue; seek information and understanding prior to a conclusion</li> </ul>
<b>Primary Responsibilities</b>	<ul style="list-style-type: none"> <li>● Monitor Chapter progress and completion of Chapter Standards of Excellence</li> <li>● Demonstrate a firm understanding and working knowledge of Phi Sigma Pi's governing documents and policies</li> <li>● Review, clarify, reconcile any inconsistencies in the Chapter's policies</li> <li>● Ensure that Chapter policies are in compliance with National policies</li> <li>● Oversee Chapters in the importance of having strong local policies and the purpose of each document</li> <li>● Mentor Chapters in implementing strong operational practices</li> <li>● Advise Chapter leaders in facilitating Officer transitions</li> <li>● Complete assigned tasks and responsibilities in a timely manner</li> <li>● Complete required certified Advisor trainings</li> <li>● Perform other duties as assigned</li> </ul>
<b>Chapter Points of Contact</b>	President, Parliamentarian, Secretary (positions may vary by Chapter)