

Purpose

The Chapter Excellence Board (CEB) is to be an extension of the National Office's Chapter Services team in order to provide support from engaged and knowledgeable Alumni. Chapter Excellence Board volunteers are to serve as educators, coaches and mentors to assist Collegiate Chapters in implementing strong and successful operational practices. Advisor responsibilities and support correspond to the Chapter Standards of Excellence evaluation method.

The objectives of the Chapter Excellence Board are to:

- Assist as an educator to develop and strengthen the leadership skills of Members
- Act as a coach by offering encouragement and recognition for achievements made by the Chapter and Members
- Serve as a mentor by counseling and guiding Collegiate Chapters
- Measure the success of the Chapter while being in compliance with Phi Sigma Pi's standards

Structure

Each Chapter Excellence Board will work with approximately ten Collegiate Chapters. The Chapter Excellence Board will be composed of four volunteer Advisors who will each have specific focus areas that correspond directly with the eight guiding principles of the Chapter Standards of Excellence.

- *Communications Advisor*: Communication and Public Awareness & Engagement
- *Development Advisor*: Chapter Development, Chapter Sustainability and Strategy & Evaluation
- *Finance Advisor*: Finance & Operations
- *Operations Advisor*: Chapter Leadership & Governance and Compliance & Ethics

Each CEB Advisor will oversee their Chapters' progress on tasks associated with the Chapter Standards of Excellence.

Expectations

- Adhere to volunteer policies and responsibilities as outlined by the National Fraternity
- Demonstrate understanding of local and national Phi Sigma Pi policies including the National Constitution, National Risk Management Policy (NRMP) and National Operating Policies (NOP), as well as the ability to uphold and enforce them
- Complete certified advisor training
- Exhibit long-term commitment to the success of Collegiate Chapters, including forging through challenging situations and celebrating successes
- Develop and maintain positive and productive working relationships at all levels of the organization
- Maintain confidentiality in the execution of responsibilities
- Make an annual contribution to the Phi Sigma Pi Foundation
- Complete a volunteer screening background check

Time Commitment

Chapter Excellence Board Advisors will serve one year terms starting July 1st and ending June 15th. We anticipate that the approximate time commitment per academic term will be 15 total hours. Please note that actual time commitments may vary based on the Advisor role and Chapter needs.

Qualifications

- Phi Sigma Pi Alumni Member or Honorary Member in good standing
- Capability and passion to teach others about Phi Sigma Pi's mission and values while living into them
- Relevant leadership experiences in a professional or volunteer setting

Essential Knowledge, Skills and Attributes

- Strategic thinker with the ability to plan for large scale success while maintaining awareness of smaller details to reach goals
- Ability to engage simultaneously multiple Chapters, meet deadlines and direct others to execute shared plans and goals
- Strong written and verbal communication skills and working knowledge of email and other communication channels
- Good project management skills, including the ability to analyze information, identify a problem and create a plan for effective resolution through small, achievable tasks
- Familiarity with Google applications (Docs, Sheets, Drive, etc.) and teleconferencing (via phone and video calls)
- Able to work as part of a team and with minimal supervision
- Confidence in giving candid and impartial advice
- Ability to collaborate with others to support Phi Sigma Pi's goals, share best practices and build a community spirit within the Fraternity

Phi Sigma Pi's Commitment to Volunteers

Our Fraternity recognizes that this is a demanding position, but also one that is rewarding and important to the success of our Collegiate Chapters.

Our support to help Advisors be successful comes in many forms:

- Training to enhance their effectiveness in the role
- Consultation and collaboration with the Fraternity's professional staff
- Personal development and meaningful membership connections through service
- Reimbursement funds for travel
- Registration discounts for National Convention and Leadership Academy