



CHAPTER ADVISOR POSITION DESCRIPTION

The chapter advisor is a vital volunteer position in the fraternity. An active and professional chapter advisor is the main determinant of whether a chapter will be strong and successful. Additionally, the chapter advisor has the most lasting impact on the professional and personal development of Alpha Kappa Psi students.

APPOINTED BY: Regional Director with input from section director

TERM LENGTH: One fiscal year, unlimited reappointments

ESSENTIAL JOB FUNCTIONS

1. Works directly with a specific college chapter on behalf of the regional director. Most communication with the chapter will be through the chapter advisor. In situations where a member of the RMT needs to go directly to the chapter, the chapter advisor will be copied on all of these communications.
 2. Responsible for the day-to-day supervision of a specific college chapter. Duties include:
 - Ensuring that the chapter meets its financial obligations;
 - Ensuring that the chapter meets its administrative deadlines;
 - Ensuring that the chapter utilizes the *Road to Brotherhood* including PEP;
 - Reviews the chapter's *ACR* prior to submission to the section director and regional director; and
 - Review chapter and e-board minutes for issues, incorrect operations, etc.
 3. Provides guidance and assistance to the chapter and the chapter officers in areas including:
 - Problem solving;
 - Dispute / conflict resolution;
 - Debrief of chapter activities including rush, pledge program, service, fundraisers;
 - Policies and procedures including risk management requirements;
 - Chapter planning; and
 - Chapter programming.
 4. Serves as a role model for the chapter through his or her professionalism, professional success, and adherence to the fraternity's Core Values and Guiding Principles.
 5. Appoints and manages members of chapter advisory board (CAB)
 - Reports new CAB members to section director, regional director and Heritage Center.
 - Provides new CAB members with job description and covers job duties, timelines and expectations.
 - Communicates with CAB members on a regular basis to monitor performance and provide praise and feedback when appropriate.
 - Coaches CAB members on poor performance and takes appropriate action if necessary.
 6. Other job functions
 - Serves as a link between the chapter and the fraternity.
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ALPHA KAPPA PSI PROFESSIONAL BUSINESS FRATERNITY

- Is a vital member of the Regional Management Team (RMT), and thus completes RMT training requirements and participates in at least one regional or fraternity event (i.e., PBLI, Officer Training, Convention, etc.) each academic year.
- Attend Fraternity Advisor Conference once every three years.
- Attends at least one chapter meeting each academic semester/quarter.
- Meets with the chapter president at least once every two weeks during the academic year (can be via phone/Skype, etc.).
- Accepts communication responsibilities, acknowledges all emails/phone calls within 48 hours.

QUALIFICATIONS / KNOWLEDGE / SKILLS / ABILITIES / REQUIREMENTS:

1. Is either a respected member of the college/university faculty or a professionally successful member of the local business community.
2. Is an emotionally mature person.
3. Has a working familiarity with Alpha Kappa Psi or another Greek-letter organization.
4. Has at least two years of professional experience supervising and managing people.
5. Is not a member of the chapter he or she would advise, or has not been an active brother in that chapter for at least five years.
6. Is a member of Alpha Kappa Psi or, within six (6) months of appointment to the position, is initiated as a member of Alpha Kappa Psi.
7. Has strong personal and professional ethics.
8. Will not “party” or “fraternize” with students, and conducts all interactions with students with professionalism and maturity.
9. Qualifications may be waived at the discretion of the regional director.

EXPECTATIONS

1. Donate to AKPsi Foundation each fiscal year.
 2. Take the Certified Fraternity Volunteer (CFV) exam within one year of appointment.
 3. Annual Performance review with section director/regional director.
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