



SECTION DIRECTOR JOB DESCRIPTION

The section director is essential to the efficient management of a region. A section director supervises chapter advisors within a certain geographical area of the region. Through managing & mentoring chapter advisors & working with the regional director & regional managers, the section director ensures that deadlines are met, finances are current, goals are achieved & risk issues are managed.

APPOINTED BY: Regional Director

TERM LENGTH: One fiscal year, unlimited reappointments

ESSENTIAL JOB FUNCTIONS

1. Working directly with specific college chapters on behalf of the regional director. Most communication with the chapter from the regional director will be through the Section director. Serves as an Acting Chapter advisor for those chapters in their sections that do not have a Chapter advisor.
2. Responsible for the supervision of college chapters within their section. Duties include:
 - Ensuring that the chapters in their section meet their financial obligations.
 - Ensuring that the chapters in their section meet their administrative deadlines.
 - Ensuring that the chapters in their section utilize the Road to Brotherhood & PEP.
 - Reviewing the section's ACR prior to submission to the regional director.
 - Reviewing the section's membership and rush plans prior to submission to the Regional Director.
 - Reviewing chapter and executive board minutes for areas needing correction.
 - In-person visit to each chapter in their section at least once each academic year.
3. Provides guidance and assistance to the chapter advisors in areas including:
 - Problem solving
 - Dispute/Conflict resolution
 - Debrief of chapter activities including recruitment, pledge programs, service and fundraising.
 - Policies and procedures (to include risk management requirements)
 - Chapter planning
 - Chapter programming
4. Serves as a role model for the chapters and chapter advisors through his/her professionalism, professional success and adherence to the fraternity's Core Values and Guiding Principles.
5. Appoints and removes all chapter advisors in their respective section (subject to approval by the regional director).
 - Provides new chapter advisors with job description and covers job duties, timelines and expectations.
 - Communicates with chapter advisors on a regular basis to monitor performance and provide praise and feedback when appropriate.
 - Coaches chapter advisors and chapter advisory board (CAB) members on poor performance and takes appropriate action when necessary.



ALPHA KAPPA PSI PROFESSIONAL BUSINESS FRATERNITY

6. Other job functions include:
 - Serving as a link between the chapters in the section and the regional director.
 - Being a vital member of the Regional Management Team (RMT) and completes RMT training requirements each academic year.
 - Attends at least one event at each supervised chapter each year.
 - Communicates with chapter advisors at least once every two weeks during the academic year (can be via phone, face-to-face, Skype, email).
 - Accepts communication responsibilities and answers all emails/phone calls within 48 hours during the academic year.

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 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.
6. Has strong personal and professional ethics.
7. Will not “party” or “fraternize” with students, and conducts all interactions with students with professionalism and maturity.
8. 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. Attend regional management training.
4. Attend officer training annually.
5. Attend Fraternity Advisor Conference when applicable.
6. Attend PBLI annually.
7. Monthly contact with regional director.
8. Attend Convention when applicable.
9. Annual Performance review with regional director