

PROJECT DIRECTOR FOR ADVISOR SUPPORT

The Grand Vice President for Collegiate Affairs (GVPCA) shall recognize when there is a need to generate tools and resources to assist collegiate Chapter Advisors in their role and to serve as a content expert for advisory duties. The responsibilities are consuming more time than allows for effective management of the day-to-day duties of the Regional and Grand Officers. The GVPCA should promptly address the issue with the Executive Council (EC) to ask for their support in recruiting candidates for Project Director for Advisor Support.

Qualifications:

Qualifications to serve as Project Director for Advisor Support include membership as an alumni Brother and good standing within the Fraternity. It is highly recommended that the individual be knowledgeable and experienced in the process of planning and carrying out responsibilities directly related to serving in the capacity of a Chapter Advisor for a collegiate Chapter. It is preferable for the candidate to have served as an organizational advisor with at least two (2) years of advisory experience.

Candidates for the position must submit a written application for Director to the Executive Director and GVPCA for the EC's review.

Appointment/Term:

The Project Director for Advisor Support will be appointed by the Grand President according to the Fraternity's Constitution. The appointment shall last two years from appointment until August of the next odd (GC) year, when it will be the decision of the current EC to appoint/re-appoint Project Director for Advisor Support. Appointment will be considered and made only if there is a recognized need for assistance and not merely to fill the position.

Duties/Expectations:

The Project Director for Advisor Support shall utilize his/her expertise to create tools and resources that address the needs detailed by the GVPCA. The Project Director collaborates with the GVPCA to complete drafts of content (i.e. updates to Chapter Advisor toolkit, etc.), finalize resources, and develop dissemination plans. Some assigned tasks may include:

- Assisting Chapter Advisors in daily operations and referring advisors to correct Regional/Grand Officers to assist with Chapter Operations issues
- Developing educational materials specific to Chapter Advisors tasks
- Distributing information to Chapter Advisors directly related to the execution of fraternal operations and/or important issues requiring advisor attention
- Gathering and packaging existing tools in a way that facilitates understanding and utilization
- Serving as a liaison and champion for process, policies, and procedures surrounding Chapter Advisor roles and responsibilities
- Communicating Advisor programming at National and Regional events

The Project Director for Advisor Support shall not make decisions on whether or not to move forward in pursuing a new tool or resource, but rather, bring ideas to the GVPCA for strategic input and a collaborative decision. It is the expectation that the Director serve as the main contact for host Chapters and Regional Officers on issues directly related to Chapter Advisor issues and concerns requiring the attention of the Executive Council and/or National Office. The GVPCA shall communicate with the Project Director no less than once monthly. Project Director for Advisor Support requires a volunteer time commitment of approximately ten hours per month.

Reimbursement:

The Project Director for Advisor Support will not receive a stipend, but rather, will be reimbursed for expenses that are associated with completing assigned tasks and have been pre-approved by the EC. The largest expense foreseen by this office would be attending the biennial Officer Training Retreat.