



## REGIONAL ADVISER POSITION DESCRIPTION

### PURPOSE

Regional Advisers are an integral part of the Grand Chapter of Phi Sigma Kappa. Regional Advisers are expected to be involved in partnership with the International Headquarters as they work with local chapters within their region. They should be prepared to provide an elevated level of guidance to their region's volunteers, local chapters, and alumni associations. Regional Advisers should act as a counselor, as they were appointed to the role because the International Headquarters believe in them to support and drive their region forward.

### DUTIES

- To serve the region as an adviser. Will complete the annual Volunteer Certification Process as outlined by the Fraternity.
- To lead by example in their region through a commitment to living the Cardinal Principles.
- To contact Chapter Advisers on a monthly basis, and more often if instructed by the International Headquarters.
- To inform the Chapter Advisers within their region on Grand Chapter news and policies, and provide guidance.
- To ensure all Chapter Advisers within their region complete the Volunteer Certification Process.
- To assist the Chapter Advisers and ensure local chapters are competently conducting their business and operations.
- To advise the chapter in the understanding of electing and training effective chapter officers.
- To identify and aide in the recruitment of quality potential volunteers throughout their region.
- To work with the Chapter Advisers in the formation of an Alumni Advisory Board (AAB).
- To attend an alumni training (online or in person) upon appointment and at least once every two years.
- To visit local chapters, at the request of International Headquarters or a local chapter in order to provide educational resources and follow-up. All pre-approved travel and lodging expenses will either be made by or reimbursed by International Headquarters.
- To ensure the region's local chapters comply with roster management obligations.
- To ensure the region's local chapters are up to date or have met their financial obligations.
- To ensure the region's Chapter Advisers understand the legal implications as well as possess a broad understanding of the risk management policies of Phi Sigma Kappa.
- Submit two reports to the COO at the end of each academic semester.
- To ensure the region's local chapters and alumni associations are preparing a financial statement each month or period and is filing the IRS Form 990 annually.
- Identify and nominate at least one candidate to fill the Regional Adviser position following resignation.
- To include alumni associations/clubs in regional communications to support alumni associations in their efforts to connect alumni in the area and support local chapters.
- Attend monthly adviser calls.
- Support the Fraternity through the Phi Sigma Kappa Foundation on an annual basis.

### SKILLS/COMPETENCIES

|                             |                               |             |
|-----------------------------|-------------------------------|-------------|
| Accountability              | Balance Stakeholders Feedback | Confidence  |
| Influence                   | Relationship Building         | Integrity   |
| Purpose/Vision/Goal setting |                               | Perspective |

## RESOURCES AVAILABLE

- **Risk Management**
  - [Phi Sigma Kappa Risk Management Policies](#)
  - [Crisis Management Plan](#)
  - [Holmes Murphy Resource Page](#)
- **Position Descriptions**
  - [Alumni Advisory Board Functions & Roles](#)
  - [Executive Board Officers](#)
  - [Committee Chairmen](#)
- **Governing Documents**
  - [Grand Chapter Constitution and Bylaws](#)
  - [Phi Sigma Kappa Policy Manual](#)
- ***Brotherhood in Phi Sigma Kappa***
  - [Adviser's Role in Brotherhood in Phi Sigma Kappa](#)
  - [Inductor's Guide](#)
- **Officer Portal**
  - [Officer Portal User Guide](#)
- **Other Resources**
  - [Working with Generation Z](#)