

Volunteer Position Description

Regional Manager of Finance

The Regional Manager of Finance is charged with being the key resource for regions and chapters on all areas of finance. Working in conjunction with the Regional Management Team, the regional manager will serve as a consultant to assist with financial policies, assist in the preparation of yearly budgets and audits and provide guidance for chapters with past due balances.

Appointment: Regional Director

Term Length: Varies based on regional needs at the time of appointment

Leadership Responsibilities

- Uphold and enforce the Constitution and Statutory Code, Board of Directors' Statement of Policy, and The Rituals of Alpha Kappa Psi.
- Work with the Regional Management Team to provide guidance for the region and determine region/chapter-specific goals in the areas of finance.
- Assist the Regional Management Team in guiding the chapters to achieve goals and stay on track to meet fraternity standards.
- Acts as a subject matter expert in finance for the region.

Administrative Responsibilities

- Operations
 - Assist chapters in the creation and function of the finance, audit, and fundraising committees.
 - Review chapter budgets and other financial documentation and participate in chapter audits when requested.
 - Monitor and guide chapter with past due balance to successful removal from the Chapter Aging Report.
 - Aide chapters and regional volunteers with budgeting and goal setting, the collection of chapter dues, roster management, fundraising, and payment of fees to the Heritage Center to facilitate cash flow management.
 - Mentor chapter Vice Presidents of Finance by answering questions and acting as a resource where needed.
- Regional Management Team
 - Educate student members and regional volunteers on finances ranging from one-on-one chapter officer training to large-scale regional training.
 - Assist the regional director and other regional volunteers in regional budgeting and goal setting
 - Attend Regional and Fraternity Events as available.

Knowledge, Skills, and Abilities

- Comprehensive working knowledge of fraternity policy and procedures and chapter operations, with special emphasis on financial policies and procedures.
- Working knowledge of professional standards of finance and banking.
- Ability to display strong problem-solving skills and dispute/conflict resolution.
- Displays emotional intelligence, has strong personal and professional ethics and conducts all interactions with professionalism and maturity.
- Is a self-starter who can be efficient and effective in an autonomous working environment with the ability to manage multiple tasks and projects.
- Is confident in the ability to efficiently manage peers and college-age students and act as a coach and mentor to lead a team of individuals toward a common goal.
- Strong communication skills, including written communication and public speaking and presentation skills.

Volunteer Position Description

Regional Manager of Membership

The Regional Manager of Membership is charged with being the key resource for regions and chapters on all areas of membership. Working in conjunction with the Regional Management Team, the regional manager will advise on the new member education program, recruitment strategies, and member engagement and retention.

Appointment: Regional Director

Term Length: Varies based on regional needs at the time of appointment

Leadership Responsibilities

- Uphold and enforce the Constitution and Statutory Code, Board of Directors' Statement of Policy, and The Rituals of Alpha Kappa Psi.
- Work with the Regional Management Team to provide guidance for the region and determine region/chapter-specific goals in the areas of membership.
- Assist the Regional Management Team in guiding the chapters to achieve goals and stay on track to meet fraternity standards.
- Act as a subject matter expert in membership for the region.

Administrative Responsibilities

- Operations
 - Assist chapters in creating a successful recruitment plan to meet membership goals.
 - Discuss and educate chapter officers and regional volunteers on membership statuses, membership due dates, and reporting strategies.
 - Review new member education plans to ensure Bridge to Brotherhood standards are being met.
 - Provide counsel to chapters with member apathy and retention issues.
 - Mentor chapter Vice Presidents of Membership by answering questions and acting as a resource where needed.
- Regional Management Team
 - Educate student members and regional volunteers on membership strategies ranging from one-on-one chapter officer training to large-scale regional training.
 - Assist the region with compliance to any new membership standards, including but not limited to the implementation of Bridge to Brotherhood.
 - Attend Regional and Fraternity Events as available.

Knowledge, Skills, and Abilities

- Comprehensive working knowledge of fraternity policy and procedures and chapter operations, with special emphasis on membership related processes and policies.
- Ability to display strong problem-solving skills and dispute/conflict resolution.
- Displays emotional intelligence, has strong personal and professional ethics and conducts all interactions with professionalism and maturity.
- Is a self-starter who can be efficient and effective in an autonomous working environment with the ability to manage multiple tasks and projects.
- Is confident in the ability to efficiently manage peers and college-age students and act as a coach and mentor to lead a team of individuals toward a common goal.
- Strong communication skills, including written communication and public speaking and presentation skills.

Volunteer Position Description

Regional Manager of Risk Reduction

The Regional Manager of Risk Reduction is charged with being the key resource for regions and chapters on the risk management areas outlined in the Board of Director's Statement of Policy. Working in conjunction with the Regional Management Team and Judiciary Committee, the regional manager will serve as a consultant to advise members and volunteers on policies, supervise compliance, and oversee chapters and individuals on probation.

Appointment: Regional Director

Term Length: Varies based on regional needs at the time of appointment

Leadership Responsibilities

- Uphold and enforce the Constitution and Statutory Code, Board of Directors' Statement of Policy, and The Rituals of Alpha Kappa Psi.
- Work with the Regional Management Team to provide guidance for the region and determine region/chapter-specific goals in the area of risk reduction.
- Assist the Regional Management Team in guiding the chapters to achieve goals and stay on track to meet fraternity standards.
- Acts as a subject matter expert in risk reduction for the region.

Administrative Responsibilities

- Operations
 - Assist chapters with implementing compliance committees and judicial review boards and providing guidance to these groups.
 - Review Chapter Minutes, Bylaws, other documents, and events, as needed, to ensure compliance with governing documents.
 - Monitor and guide chapters and individuals found in violation of policies in completing probation terms and provide counsel to chapters recently removed from probation.
- Regional Management Team
 - Educate student members and regional volunteers on risk management policies ranging from one-on-one chapter officer training to large-scale regional training.
 - Participate in chapter and regional risk management investigations in coordination with and according to the process directed by the Judiciary Committee.
 - Attend Regional and Fraternity Events as available.

Knowledge, Skills, and Abilities

- Comprehensive working knowledge of fraternity policy and procedures and chapter operations, with special emphasis on risk management policies and compliance with governing documents.
- Ability to display strong problem-solving skills and dispute/conflict resolution.
- Displays emotional intelligence, has strong personal and professional ethics and conducts all interactions with professionalism and maturity.
- Is a self-starter who can be efficient and effective in an autonomous working environment with the ability to manage multiple tasks and projects.
- Is confident in the ability to efficiently manage peers and college-age students and act as a coach and mentor to lead a team of individuals toward a common goal.
- Strong communication skills, including written communication and public speaking and presentation skills.

Volunteer Position Description

Regional Manager of Ritual

The Regional Manager of Ritual is charged with being the key resource for regions and chapters on all areas of ritual. Working in conjunction with the Regional Management Team, the regional manager will advise on the importance of ritual and compliance with *The Ritual of Alpha Kappa Psi*.

Appointment: Regional Director

Term Length: Varies based on regional needs at the time of appointment

Leadership Responsibilities

- Uphold and enforce the Constitution and Statutory Code, Board of Directors' Statement of Policy, and The Rituals of Alpha Kappa Psi.
- Work with the Regional Management Team to provide guidance for the region and determine region/chapter-specific goals in the areas of ritual.
- Assist the Regional Management Team in guiding the chapters to achieve goals and stay on track to meet fraternity standards.
- Acts as a subject matter expert in ritual for the region.

Administrative Responsibilities

- Operations
 - Discuss and educate chapter officers and regional volunteers on *The Ritual of Alpha Kappa Psi* and the proper completion of rituals.
 - Review ritual plans and coach chapters and volunteers on areas of improvement (i.e., Midcourt Questions).
 - Review ritual minutes and assist chapters found in violation of standards in course-correcting and completing probation terms if necessary.
 - Encourage chapters within the region to interact with each other regarding rituals and help facilitate those interactions.
 - Mentor chapter Master of Rituals by answering questions and acting as a resource where needed.
- Regional Management Team
 - Educating student members and regional volunteers on rituals ranging from one-on-one chapter officer training to large-scale regional training.
 - Attend Chapter Rituals to observe and coach when requested.
 - Attend Regional and Fraternity Events as available.
 - Assist the Fraternity Ritual Team with the installation of new chapters when requested.

Knowledge, Skills, and Abilities

- Comprehensive working knowledge of fraternity policy and procedures and chapter operations, with special emphasis on *The Ritual of Alpha Kappa Psi* and voting policies and procedures.
- Ability to display strong problem-solving skills and dispute/conflict resolution.
- Displays emotional intelligence, has strong personal and professional ethics and conducts all interactions with professionalism and maturity.
- Is a self-starter who can be efficient and effective in an autonomous working environment with the ability to manage multiple tasks and projects.
- Is confident in the ability to efficiently manage peers and college-age students and act as a coach and mentor to lead a team of individuals toward a common goal.
- Strong communication skills, including written communication and public speaking and presentation skills.