

# Alpha Xi Delta

REALIZE YOUR POTENTIAL

## Area Facilitator

### **Bold Goals:**

- To promote practices and enforce policies and procedures that will aid college chapters to remain in good standing with the Fraternity.
- To ensure that every assigned college chapter approach chapter management with a strategic mindset as indicated in the *Double Blue and Gold Standard*.
- To ensure that every assigned college chapter has a trained and functioning advisory board.
- To ensure monthly communication and the transfer of information to chapter leadership and advisory boards.
- To continuously work in partnership with National Fraternity staff and volunteers to support college chapters and execute the strategic needs of the Fraternity.

### **Outline of Responsibilities:**

- Review and process Chapter President reports submitted, and review all other chapter reporting, providing feedback and follow-up as necessary.
- Review and respond to the *Double Blue and Gold Standard* results, initiating strategic goals and plans when necessary and congratulating chapters for excellence when deserved.
- Disseminate information sent from Fraternity Headquarters in the monthly Volunteer Update to advisory boards and chapter leadership in a timely manner.
- Partner with and maintain frequent and open communication with the Associate Director of Area Development and other Fraternity Headquarters staff members.
- Become familiar with all Fraternity manuals and resources with emphasis on the Alpha Xi Delta Constitution and Bylaws.
- Serve as a resource regarding policies and procedures related to college chapter management.
- Respond quickly and report chapter risk management violations; support the college chapter through any necessary investigations.
- Assist with or investigate individual conduct situations as appropriate and necessary.
- Support the chapter in implementing educational initiatives if the chapter creates or receives terms for a Not in Good Standing, Probationary, or Charter in Suspension status.
- Recruit, train, and support chapter advisory boards. Work with chapter advisory boards to ensure that all chapter officers are effectively trained.
- Communicate with Territory Directors to help college chapters improve their operations and realize their potential.
- Encourage and nurture relationships between assigned college chapters and volunteers.

### **Training and Support:**

- Attend monthly training calls, additional training, and educational opportunities provided by the National Fraternity and industry experts.
- Area Facilitator training provided by the Associate Director of Area Development. Provided with existing support materials related to the position.

### **Reporting:**

- Submit reports as assigned to designated staff liaison.

### **Time Commitment:**

- Approximately 5-10 hours per week. Variable with chapter business.
- Travel to college chapters as needed and approved.

### **Staff Liaison:**

- Associate Director of Area Development