



## Role Overview – Chapter Counselor

Chapter counselors support volunteer mentors and coach undergraduate officers to create and elevate a fulfilling SigEp experience. You should focus on being actively involved in executive board and chapter meetings, while managing the relationships between mentors and mentees. In some chapters, you may also work closely with the chapter president to set and accomplish goals if there is no mentor to the president.

As the chapter counselor, you will:

- Help the executive board create and execute chapter- and officer-specific goals.
- If there is no assigned volunteer, you will serve as the direct mentor for the chapter president.
- Lead the volunteer mentor committee and host monthly calls/meetings with the mentor committee to discuss updates.
- Coach executive officers on managing relationships with external stakeholders (fraternity and sorority life office, headquarters staff, members of the AVC, etc.).

<b><u>Responsibilities</u></b>	<b><u>Involved Parties</u></b>	<b><u>Frequency</u></b>	<b><u>Time Commitment</u></b>
Undergraduate Mentorship	Chapter Executive Board and/or President	Weekly (e.g., at exec board meetings)	1-2 Hours Weekly
Collaboration with Mentor Committee	Mentor Committee	Bi-Weekly	1-2 Hours Bi-Weekly
Keep Updated with HQ/National Programs	District Governor, HQ Staff	Intermittent	Intermittent
Volunteer Onboarding	AVC Members, Mentor Committee	Intermittent	Intermittent

### **Who you will interact with:**

**Volunteers:** District Governor, Balanced Man Steward, mentor committee members

**University Staff:** your institution’s fraternity and sorority advisor

**HQ Staff:** Volunteer Services staff, your regional director

**Undergraduates:** executive board officers, chapter president

**Resources available to Chapter Counselors:**

In-person education opportunities at Carlson Leadership Academy and Grand Chapter Conclave, online learning (onboarding and skill development), guidance from volunteer services staff, and mentorship from District Governor and experienced volunteers.

Chapter counselors are expected to complete online onboarding in the first couple of months in their position to build the essential skills and knowledge to best support their chapter. SigEp volunteer onboarding (Level 1) consists of the following online interactive modules: SigEp 101, Effective Volunteer Skills, Mentoring Undergraduates, Communicating Across Generations, Partnering with the University, and Member Safety and Insurance.

**Preferred Role Tenure:**

As the chapter counselor is a key volunteer who provides continuity as executive board members transition, it is preferred to have a chapter counselor serve for 2 or more years consecutively.

**Necessary skills, knowledge, and abilities:**

Conflict Resolution

Project Management

Risk Management

Coaching/Mentoring

**Beneficial skills, knowledge, and abilities:**

Leadership Development

Awareness of Higher Education Trends

College Student Development

Team Management