

ALPHA GAMMA RHO FRATERNITY

CHAPTER CONSULTANT

POSITION DESCRIPTION

Type & Term of Position

Full time staff position, employed by Chief Executive Officer with approval by the Grand President.

Remuneration

Salary set annually by recommendation of the Chief Executive Officer with approval by the Grand President. Normal, approved expenses incurred in the performance of responsibilities shall be reimbursed.

Basic Functions

The Chapter Consultant is responsible primarily for the programs, services and visitation of undergraduate chapters under the guidance of the Senior Director of Operations. In addition will provide direct assistance to Undergraduate chapters, alumni corporations, and alumni chapters, follow up on issues, enhance existing and suggest new programming at all chapters, and assist in communications and publications as they affect chapters. Work with others, as assigned by the Senior Director of Operations, to develop strong chapter programs. Assist the Senior Director of Operations in the performance of their responsibilities.

Duties, Responsibilities, and Authority

1. Chapter Visitation and Consultation
 - a. Make numerous chapter visits.
 - b. Make recommendations to chapters concerning all areas of operation. Provide evaluations and act as a funnel making available ideas from all chapters, to all chapters.
 - c. Be responsible for follow-up communications to certain chapters, keeping abreast of those chapter's progress and particular needs as they might arise.

2. Chapter Communication
 - a. Maintain and assist in preparation of correspondence to certain chapter officers.
 - b. Provide follow-up communications to chapter officers, advisers, and others to ensure success in chapter programs and realization of goals.

3. Program Development
 - a. Provide input in the way of research and development of programs affecting chapter operations.
 - b. Develop and maintain a bank of ideas relative to chapter functions and operations.
 - c. Assist with Leadership Seminars, Recruitment Schools and Conventions.
 - d. Gather and develop content for AGRconnect as it relates to chapter development, including best practices from all of our chapters
4. Chapter Consultation: be knowledgeable of all aspects of chapter operation including, but not limited to:
 - a. Lifelong Membership Development
 - b. Recruitment
 - c. Finances
 - d. Scholarship
 - e. Officer Responsibilities
 - f. Housing & Chapter Facilities
 - g. Advisers & Housemothers/Directors
 - h. Alumni Publications
 - i. Alumni Corporations
 - j. Social Activities & Risk Management Policies
 - k. Campus & Community Activities
 - l. University & College/School/Department of Agriculture Relations
5. Assist the Chief Executive Officer and Senior Director of Operations in the performance of their responsibilities; particularly as they relate to services and communications to chapters.
6. Maintain familiarity with Fraternity affairs in AGR and other fraternities by reviewing all correspondence.

Relationships

1. Report directly to the Senior Director of Operations.
2. Consults and advises the chapter advisers, alumni presidents and Regional Vice Presidents.
3. Consults with the Chief Executive Officer and Senior Director of Operations.