



**BETA THETA PI**  
— MEN OF PRINCIPLE —

## Chapter Counselor *Position Description*

<b>Title</b>	Chapter Counselor
<b>Reports to</b>	District Chief, Assistant District Chief
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Embraces the Mission and Vision of Beta Theta Pi and building that at the local level.</li> <li>• Ability to organize, motivate and manage a team of volunteers.</li> <li>• Able to build relationships and work with a variety of constituents.</li> <li>• Excellent organization and communications skills.</li> </ul>
<b>Time Allocation</b>	50% Organizing, developing and coaching other volunteers on the Advisor Team. 30% Advising the Chapter President and the chapter. 20% Developing relationships with constituents.
<b>Term of Appointment</b>	Based upon individual availability, but minimum 3 years.

### **Mission, Vision, Values & Priorities of Beta Theta Pi**

<b>Mission</b>	To develop men of principle for a principled life.	
<b>Vision</b>	Every member will live Beta Theta Pi's values.	
<b>Core Values</b>	<b>Mutual Assistance</b>	Betas believe that men are mutually obligated to help others in the honorable labors and aspirations of life.
	<b>Intellectual Growth</b>	Betas are devoted to continually cultivating their minds, including high standards of academic achievement.
	<b>Trust:</b>	Betas develop absolute faith and confidence in one another by being true to themselves and others.
	<b>Responsible Conduct</b>	Betas choose to act responsibly, weighing the consequences of their actions on themselves and those around them.
	<b>Integrity</b>	Betas preserve their character by doing what is morally right and demanding the same from their brothers
<b>Strategic Priority Areas</b>	Self-Governance, Education, Recruitment, Volunteers	

## Impact Statement

The Advisor Team is the essential component for long term success of every chapter. With undergraduates constantly rotating out of leadership roles, and the General Fraternity continuously developing new resources for all its members, local volunteers are crucial for maintaining chapter consistency year after year. Their support has the highest impact on the undergraduate members and ensuring that a positive fraternity experience occurs at the local level.

The Chapter Counselor is the leader of the Advisor Team and is responsible for maintaining a high level of organization and commitment from the other volunteers. He or she is tasked with building a positive team atmosphere in order for the group to maximize its results. Additionally, the Chapter Counselor directly advises the Chapter President and coaches him on being an effective manager of the executive board team as well as leader of the chapter.

## Overall Job Responsibilities

### Organize, develop and coach chapter advisors (50%):

1. Organize quarterly advisor meetings and scheduling advisor attendance at weekly chapter meetings.
2. Facilitate regular check-ins with advisors, assessing where they are at and what they need to work on.
3. Ensure that each volunteer is accomplishing position specific goals and expectations.
4. Work with District Chief and Leadership Consultants to continuously develop Advisor Team.

### Direct advising of the Chapter President and chapter (30%):

1. Maintain weekly contact with the Chapter President.
2. Attend at least one chapter meeting a month.
3. Attend and participate in *Keystone Regional Leadership Conference* in February.

### Build relationships with constituents (20%)

1. Meet with the Leadership Consultant during his visit with the chapter.
2. Maintain regular communication with the campus based professional and the Greek Life Office.
3. Build positive rapport with chapter members, volunteers and university staff by attending specified chapter and university programming.

## Competencies

Competency	Definition
Planning	Exhibits skills in advance planning, coordinating logistics; pays close attention to details
Facilitation & Presentation	Knowledgeable & skilled in delivering content to and facilitating both large and small group programs
Foster Collaboration	Works in partnership with others to achieve results
Achieve Results	Demonstrates and creates a sense of urgency and commitment for achieving results
Demonstrate Initiative	Ensures execution of work tasks needed to accomplish organizational goals
Uses Sound Decision Making & Judgment	Effectively and critically examines issues and problems and makes judgments in line with organizational values
Change Management	Anticipates and plans for a rapidly changing environment; adapts quickly to change
Innovation & Strategic Thinking	Takes risks and challenges the process; considers the long-term implications of daily work through critical thinking and/or assessment
Manage & Develop Others	Contributes to the personal and professional growth and development of undergraduates and volunteers
Creativity	Able to develop dynamic strategies that achieve goals and improve the chapter experience