



PHI SIGMA SIGMA

*Once, Always.*

## OFFICER TRANSITION SPECIALIST EXPECTATIONS

Successful applicants for this role will have strong interpersonal and facilitation skills. Through professional or other volunteer experience, volunteers will have experience in leadership development and supporting others to achieve goals. Volunteers will have the flexibility to schedule calls with chapter officers during the workday and the evening. Volunteers must possess strong organizational skills, the ability to learn quickly, and the passion to work with a team and Fraternity professional staff.

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Oversee the onboarding of new chapter officers of assigned chapters

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Assist the incoming executive board of assigned chapters with the creation achievable goals and check on the status of achievement throughout the year

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Supervise the training of the new chapter officers of assigned chapters

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Promote best practices for planning and implementing executive board retreats. At the discretion of the Fraternity, have the availability to facilitate one to two retreats in-person

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Organize the outgoing officer survey and the outgoing officer exit phone calls for assigned chapters

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Prepare all necessary information for the chapter services managers for the incoming executive board calls

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Through work with assigned chapters, identify high needs chapters in need of greater support in officer transition and training practices



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In collaboration with the officer transition specialist team, arrange a leadership styles assessment program for all new executive board officers and create and promote topical training materials for officers and advisors

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Open and prompt communication with chapter advisors, Fraternity professional staff and other volunteers

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Partner with the Fraternity

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Participate in all required Fraternity trainings

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Commit to one year of volunteer service in the specialist role (May 2018 through May 2019)

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Pay alumnae dues