

## High Alpha – Chapter President

### Job Overview

The High Alpha (Chapter President) of each chapter/colony serves as the Chief Executive. The position requires that the elected individual spend most of his time and energy working towards accomplishing the chapter/colony's strategic goals. The High Alpha is also the primary contact for the chapter's advisory board, the host institution, and the Office of Administration. This position is for highly organized and motivated people who can support the growth and sustainability of each chapter/colony while holding them accountable to the Lambda Chi Alpha's policies and values.

### Strategic Work for Chapter Support Coach

- Driving the strategic mission and changes within the chapter/colony
- Focusing on the health and safety of the chapter/colony
- Focusing on building a healthy chapter/colony culture

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Acting as a primary spokesperson for the chapter/colony
- Reporting to advisors and the Office of Administration
- Running the chapter/colony, High Zeta, and Executive Committee meetings
- Conducting regular Goal Setting & Review (GS&R) meetings with the other High Zeta Officers
- Participating in regular Goal Setting & Review (GS&R) meetings with the chapter/colony's assigned Chapter Support Coach, Health & Wellness Coach, or Expansion Development Specialist
- Meeting and communicating with the Fraternity & Sorority Life/Greek Life office
- Attending the annual High Alpha Summit
- Managing the High Zeta and delegating tasks where applicable and necessary
- Preparing and managing the High Alpha's budget

## Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none"><li>• Accountability</li><li>• Communication</li><li>• Decision Quality</li><li>• Purpose/Vision</li></ul>	<ul style="list-style-type: none"><li>• Balance Stakeholders</li><li>• Conflict management</li><li>• Establish priorities</li><li>• Motivates Others</li></ul>	<ul style="list-style-type: none"><li>• Grit</li><li>• Integrity</li><li>• Resilience</li></ul>

## Other Responsibilities

- Acting as representative of the chapter/colony and implementing the executive management model.
- Working with various constituents and external audiences in communicating and achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.
- Putting the needs of the chapter/colony first.
- Using the Zeta Management System.

## Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates should be able to give and receive constructive feedback and be open to being coached and/or mentored.

The position requires at least 16 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony.

## High Beta – First Vice President

### Job Overview

The High Beta (First Vice President) of each chapter/colony serves as the second in command to the High Alpha (Chapter President). The position requires that the elected individual spend most of his time and energy ensuring that membership is retained through the active engagement of all members, both internally and externally. The High Beta is also in charge of organizing and managing the chapter's internal committee system. This position is for people who can challenge and support the High Alpha to ensure the sustainability of the chapter/colony.

### Strategic Work for Chapter Support Coach

- Driving brotherhood development programming
- Creating and managing the committee system (i.e., extracurricular and chapter involvement)
- Managing the retention of members

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Building and delivering internal membership programming and brotherhood events calendars
- Delivering and facilitating brotherhood development programs
- Completing event planning tasks for brotherhood events
- Organizing the committee system structure to ensure regular meetings are occurring
- Maintaining a member involvement roster for campus events, student organization participation, and leadership positions for each member
- Fulfilling the High Alpha's duties should that member be unable to execute them
- Preparing and managing the High Beta's budget

## Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none"><li>• Collaboration</li><li>• Communication</li><li>• Creativity</li><li>• Influence</li></ul>	<ul style="list-style-type: none"><li>• Compassion</li><li>• Inclusiveness</li><li>• Motivates Others</li><li>• Relationship Building</li></ul>	<ul style="list-style-type: none"><li>• Authenticity</li></ul>

## Other Responsibilities

- Acting as representative of the chapter/colony.
- Working with various constituents and internal audiences in communicating and achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.
- Using the Zeta Management System.

## Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates should be personable and approachable and must be able to challenge and support the High Alpha.

The position requires at least 10 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.

## High Theta – Second Vice President

### Job Overview

The High Theta (Second Vice President) is charged with guiding and supporting the external involvement of each chapter/colony. The position requires that the elected individual spend most of his time and energy ensuring that the chapter/colony and its members are involved in the greater campus and local community through service and philanthropy efforts. The High Theta is also in charge of promoting and championing all chapter/colony public relations efforts. This position is for people who can communicate effectively, collaborative, and are passionate about service and philanthropy.

### Strategic Work for Chapter Support Coach

- Acting as the primary ambassador to and communicating with external constituents
- Enhancing the brand of Lambda Chi Alpha and a positive image for the chapter
- Driving community partnerships

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Educating chapter/colony on partnerships and what causes they support
- Creating a calendar of events related to events supporting strategic partnerships
- Completing event planning requirements for philanthropy and community service events
- Creating and managing an ongoing list of community service hours and opportunities
- Building, delivering, and championing a public relations plan for the chapter/colony using Lambda Chi Alpha's branding and communications guidelines
- Tracking and monitoring service hours for all members of the chapter/colony
- Researching events and opportunities related to community service and philanthropy
- Hosting at least one philanthropic event by the chapter/colony each year
- Preparing and managing the High Theta's budget

## Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none"><li>• Collaboration</li><li>• Communication</li><li>• Creativity</li><li>• Influence</li><li>• Purpose/Vision</li><li>• Resourcefulness</li></ul>	<ul style="list-style-type: none"><li>• Balance Stakeholders</li><li>• Inclusiveness</li><li>• Motivates Others</li><li>• Relationship Building</li></ul>	<ul style="list-style-type: none"><li>• Presence</li></ul>

## Other Responsibilities

- Acting as representative of the chapter/colony.
- Working with various constituents and external audiences in communicating and achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.
- Using the Zeta Management System.

## Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates should be able to demonstrate proficient use and understanding of social media platforms and must be actively involved on campus and in the greater community.

The position requires at least 10 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.

## High Gamma – Secretary

### Job Overview

The High Gamma (Secretary) is charged with maintaining accurate and detailed chapter/colony membership records. This position is also in charge of managing the general correspondence of the chapter/colony. This position is for people who are highly organized and able to meet critical deadlines.

### Strategic Work for Chapter Support Coach

- Maintaining chapter/colony records
- Coordinating and managing general correspondence of the chapter/colony

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Recording and publishing all meeting minutes within 24 hours of the meeting's conclusion
- Organizing and utilizing the Zeta management system to maintain accurate membership records
- Recording and reporting all membership changes
- Managing the chapter/colony roster through reporting all associations, initiation requests, suspensions, resignations, expulsions, and deaths
- Preparing and managing a calendar to track all necessary request and reporting deadlines
- Submitting paperwork to the host institution regarding membership changes
- Collaborating with the High Alpha (President) to collect and file meeting minutes from the Executive Committee
- Creating and maintaining a filing system for all chapter and member records
- Preparing and managing the High Gamma's budget

## Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none"><li>• Accountability</li><li>• Action Oriented</li><li>• Adaptability</li><li>• Communication</li><li>• Resourcefulness</li></ul>	<ul style="list-style-type: none"><li>• Establish Priorities</li></ul>	<ul style="list-style-type: none"><li>• Credibility</li><li>• Integrity</li><li>• Perspective</li></ul>

## Other Responsibilities

- Acting as representative of the chapter/colony.
- Working with various audiences in achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.

## Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates should be able to demonstrate accuracy in their work and the ability to analyze and synthesize information.

The position requires at least 10 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.



## High Tau - Treasurer

### Job Overview

The High Tau (Treasurer) of each chapter/colony serves as the Chief Financial Officer. The position requires that the elected individual spend most of his time and energy ensuring the overall financial health and stability of the chapter/colony. The High Tau is also responsible for managing the collection of membership dues and making all payments to the Office of Administration. This position is for people who are highly detail oriented and deadline driven who can support the financial sustainability of each chapter/colony while ensuring the integrity of all financial practices.

### Strategic Work for Chapter Support Coach

Overseeing the financial operations of the chapter/colony

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

Preparing, managing, and sharing the chapter/colony budget with the Executive Committee, the chapter, and the chapter/colony's Chapter Support Coach, Health & Wellness Coach, or Expansion Development Specialist

Collecting all membership dues

Managing payment plans for members and the chapter, as applicable

Managing all cash flow including accounts payable and accounts receivable

Managing chapter payments in the Zeta Management System

Working with the Executive Committee to enforce financial probations and suspensions

Maintaining documentation for the chapter/colony's tax status

Overseeing and working with the High Pi or House Corporation (as applicable) to complete all tax filings

Maintaining a cash reserve for the chapter/colony

Acting as a voting member of the Executive Committee

## Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
Accountability	Conflict Management	Credibility
Collaboration	Create Trust	Integrity
Communication	Establish Priorities	Resilience
Resourcefulness		

## Other Responsibilities

Acting as representative of the chapter/colony.

Working with various constituents in achieving chapter/colony initiatives.

Adhering to and enforcing all applicable organization policies, procedures, and practices.

Using the Zeta Management System.

## Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates must be collaborative, trustworthy, and compassionate.

The position requires at least 10 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.

## High Iota – Risk Manager

### Job Overview

The High Iota (Risk Manager) of each chapter/colony is responsible for identifying risks and threats to members, guests, and the overall chapter. The position requires that the elected individual spend most of his time and energy educating members about these risks and assisting the chapter/colony in reducing its exposure. The High Iota is also responsible for holding all High Zeta Officers accountable to all necessary event planning policies and procedures. This position is for people who are trustworthy, deadline driven, and begin with the end in mind to ensure the health and wellness of all members and guests.

### Strategic Work for Chapter Support Coach

- Overseeing and delivering health and wellness programming for the chapter/colony
- Coordinating the implementation of safety measures for all social, philanthropic, and community service events; recreational functions; kitchen operations; house management and fire safety

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Reviewing and educating all members on Lambda Chi Alpha, campus, state, and local laws and policies
- Managing the chapter/colony's sober monitor program
- Evaluating, updating, and educating all members on the chapter/colony's crisis management plan
- Reporting all incidents and injuries of members and guests through Lambda Chi Alpha's online reporting system or through the chapter/colony's assigned Chapter Support Coach, Health & Wellness Coach, or Expansion Development Specialist
- Implementing all event planning guidelines and ensuring all officers complete event planning processes and procedures
- Evaluating, maintaining, and educating a house and fire safety program that includes fire drills and safety inspections
- Creating a brotherhood and/or social contract around chapter/colony specific risk issues for all members to review and sign
- Serving as a liaison for external health and wellness partnerships

## Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none"><li>• Accountability</li><li>• Adaptability</li><li>• Decision Quality</li></ul>	<ul style="list-style-type: none"><li>• Conflict Management</li><li>• Direct Work</li><li>• Establish Priorities</li></ul>	<ul style="list-style-type: none"><li>• Confidence</li><li>• Integrity</li><li>• Resilience</li></ul>

## Other Responsibilities

- Acting as representative of the chapter/colony.
- Working with various constituents in achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.
- Using the Zeta Management System.

## Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates must be assertive, collaborative and have high integrity.

The position requires at least 10 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.

## High Rho – Alumni Liaison

### **Job Overview**

The High Rho (Alumni Liaison) is responsible for ensuring that each chapter/colony communicates and engages with alumni. The position requires that the elected individual spend most of his time and energy collaborating with alumni to assist in educating upperclassmen and are exposed to regular chapter news updates. The High Rho is also responsible for assisting the chapter/colony with accurate record keeping regarding graduating members. This position is for people who are influential and motivational to maximize the experience of all brothers.

### **Strategic Work for Chapter Support Coach**

- Engaging alumni in the Fraternity and the development of lifeline members

### **Functional Responsibilities and Deliverables**

Specifically, this role is responsible for the following:

- Preparing the High Rho's budget
- Creating a calendar of events related to alumni engagement
- Establishing and maintaining a forum to share chapter news, updates, and recognition with alumni brothers
- Submitting chapter and alumni news to the Office of Administration
- Creating and maintaining a Zeta alumni directory
- Coordinating educational sessions on life-long membership
- Working with the High Beta to establish a senior involvement/recognition program
- Working with the High Gamma to ensure graduating members update their contact information in the Zeta Management System
- Coordinating with an alumnus and the High Sigma to plan and host professional development workshops

## Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none"><li>• Action Oriented</li><li>• Adaptability</li><li>• Collaboration</li><li>• Communication</li><li>• Creativity</li></ul>	<ul style="list-style-type: none"><li>• Balance Stakeholders</li><li>• Motivates Others</li><li>• Relationship Building</li></ul>	<ul style="list-style-type: none"><li>• Perspective</li><li>• Respect</li></ul>

## Other Responsibilities

- Acting as representative of the chapter/colony.
- Working with various constituents in achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.
- Using the Zeta Management System.

## Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates must be willing to work with alumni advisors and upper classmen.

The position requires at least 10 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.



## High Kappa – Fraternity Educator

### Job Overview

The High Kappa (Fraternity Educator) of each chapter/colony is responsible for organizing and overseeing the comprehensive membership development program curriculum. The position requires that the elected individual spend most of his time and energy collaborating High Zeta officers to create and implement Associate Member onboarding and all chapter education sessions. The High Kappa is also responsible for assisting the chapter/colony with accurate record keeping regarding Associate Members. This position is for people who are influential and motivational to maximize the educational opportunities and experiences of all brothers.

### Strategic Work for Chapter Support Coach

- Building the membership through values-based and relationship-building Fraternity education

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Developing and implementing an all-member, inclusive educational experience that reflects the Fraternity's values
- Implementing and educating all members about the Lambda Chi Alpha learning model
- Creating and executing a big brother program
- Appointing or electing a big brother coordinator
- Creating a big brother contract to be approved by the Executive Committee and signed by all big brothers
- Managing the Associate Member onboarding process
- Preparing the High Kappa budget
- Creating and managing a calendar related to Fraternity education activities
- Working with the High Phi to coordinate and perform the Associate Member Ceremony
- Working with High Zeta Officers to coordinate all of the educational programming for members
- Working with the High Phi to develop a pre-Initiation program that aligns with the Fraternity's values and the Lambda Chi Alpha learning model
- Working with the High Gamma to ensure all Associate Members complete the validation process
- Receiving and reviewing feedback on the Associate Member onboarding and Fraternity education process

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- Educating members on Fraternity policies and laws

**Competencies**

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Collaboration</li> <li>• Communication</li> <li>• Creativity</li> <li>• Influence</li> <li>• Resourcefulness</li> </ul>	<ul style="list-style-type: none"> <li>• Create Trust</li> <li>• Inclusiveness</li> <li>• Motivates Others</li> </ul>	<ul style="list-style-type: none"> <li>• Authenticity</li> <li>• Integrity</li> <li>• Respect</li> </ul>

**Other Responsibilities**

- Acting as representative of the chapter/colony.
- Working with various constituents in achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.
- Using the Zeta Management System.

**Desired Qualifications**

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates must have facilitation or presentation experience and should be able to demonstrate creativity in building and growing education programs.

The position requires at least 20 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.



## High Delta – Recruitment Chairman

### Job Overview

The High Delta (Recruitment Chairman) of each chapter/colony is responsible for leading the effort to recruit new members on an active and year-round basis. The position requires that the elected individual spend most of his time and energy managing a recruitment committee to ensure the 365-recruitment model can be implemented. The High Delta is also responsible for managing social media and marketing efforts related to the chapter/colony's recruitment efforts. This position is for people who are driven and passionate while reaching big-picture goals.

### Strategic Work for Chapter Support Coach

- Overseeing the chapter's recruitment initiatives
- Building chapter membership through recruitment

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Creating the High Delta budget
- Establishing and managing a calendar related to recruitment activities
- Facilitating a year-round recruitment within university/college guidelines
- Developing and implementing a recruitment plan consistent with the organizational values
- Training chapter members on utilizing Chapter Builder
- Creating and maintaining a tracking list of perspective members
- Scheduling and conducting recruitment training workshops for the chapter/colony
- Conducting all recruitment events within campus and Fraternity policies
- Collecting potential new member leads from sororities, professors, alumni, and other clubs and organizations
- Assessing recruitment performance against recruitment goals
- Managing a High Delta/Recruitment Committee
- Managing recruitment based social media and marketing efforts

## Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none"><li>• Accountability</li><li>• Action Oriented</li><li>• Adaptability</li><li>• Collaboration</li><li>• Communication</li><li>• Influence</li></ul>	<ul style="list-style-type: none"><li>• Direct Work</li><li>• Establish Priorities</li><li>• Motivates Others</li><li>• Relationship Building</li></ul>	<ul style="list-style-type: none"><li>• Grit</li><li>• Presence</li></ul>

## Other Responsibilities

- Acting as representative of the chapter/colony.
- Working with various constituents in achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.
- Using the Zeta Management System.

## Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates must be able to demonstrate the ability to delegate tasks and collaborate with others.

The position requires at least 20 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.

## High Phi – Ritualist

### Job Overview

The High Phi (Ritualist) of each chapter/colony is responsible for coordinating and leading all experiences associated with ritualism, including the Initiation Ritual. The position requires that the elected individual spend most of his time and energy training members assisting with the Initiation Ritual and performing regular ZAX sessions. The High Phi is also responsible for developing and implementing a pre-initiation program for the chapter/colony. This position is for people who are passionate and knowledgeable about the Initiation Ritual.

### Strategic Work for Chapter Support Coach

- Overseeing the development of chapter members through ritualism

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Preparing the High Phi budget
- Creating and implementing a calendar related to ritualistic events
- Ensuring all ceremonial pieces of equipment are stored safely and accounted for
- Choosing brothers to perform and schedule rehearsals to memorize the initiation ritual
- Coordinating, memorizing, performing, and debriefing all chapter ceremonies
- Working with the High Kappa to develop a pre-initiation program aligned with the Fraternity's values and the Lambda Chi Alpha learning model
- Coordinating, conducting, and debriefing the Initiation Ritual as outlined and approved by the General Assembly
- Conducting ZAX sessions with all initiated brothers
- Conducting open ritual education for all members
- Conducting information session training with all participating members

## Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none"><li>• Accountability</li><li>• Collaboration</li><li>• Communication</li><li>• Purpose</li></ul>	<ul style="list-style-type: none"><li>• Direct Work</li><li>• Feedback</li><li>• Motivates Others</li></ul>	<ul style="list-style-type: none"><li>• Credibility</li><li>• Integrity</li><li>• Learner</li></ul>

## Other Responsibilities

- Acting as representative of the chapter/colony.
- Working with various constituents in achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.
- Using the Zeta Management System.

## Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience and initiation is preferred, but all members are welcome to run for this role. Candidates must be able to influence and motivate others and be willing to confront members who engage in practices that go against the mission and values of the Fraternity.

The position requires at least 20 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.

## High Sigma – Educational Chairman

### Job Overview

The High Sigma (Educational Chairman) of each chapter/colony is responsible for encouraging scholastic achievement and working to maintain and/or improve the chapter/colony's overall grade point average (GPA). The position requires that the elected individual spend most of his time and collecting and reporting chapter/colony members' GPA and scheduling educational sessions related to intellectual development. The High Sigma is also responsible for coordinating cultural development sessions for the chapter/colony. This position is for people who are organized, able to protect confidential information, and able to manage difficult conversations.

### Strategic Work for Chapter Support Coach

- Overseeing the academic, cultural, and intellectual development of chapter/colony members

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Preparing the High Sigma budget
- Creating and implementing a calendar related to academic development and cultural competency building
- Working with High Zeta officers to coordinate all educational programming for members
- Developing and implementing an academic excellence plan for the chapter/colony
- Presenting the recommendations for the chapter/colony's GPA, student hours, and academic excellence to the chapter
- Working with the Executive Committee on the academic progress of chapter/colony members
- Reporting the academic progress of chapter/colony members to the Executive Committee
- Providing and collecting a grade-release form to all chapter/colony members
- Ensuring the collection of the chapter/colony members' GPA from the institution
- Coordinating academic and professional development guest speakers
- Implementing a tutoring system within the chapter/colony

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- Collecting event dates for cultural and intellectual experiences to share with the chapter/colony members
- Obtaining and sharing information about scholarships, grants, and student loans

**Competencies**

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Collaboration</li> <li>• Communication</li> <li>• Purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Direct Work</li> <li>• Feedback</li> <li>• Motivates Others</li> </ul>	<ul style="list-style-type: none"> <li>• Credibility</li> <li>• Integrity</li> <li>• Learner</li> </ul>

**Other Responsibilities**

- Acting as representative of the chapter/colony.
- Working with various constituents in achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.
- Using the Zeta Management System.

**Desired Qualifications**

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates must be respectful, culturally aware, and collaborative.

The position requires at least 15 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.



## High Epsilon – Social Chairman

### Job Overview

The High Epsilon (Social Chairman) of each chapter/colony is responsible for ensuring that all social events hosted are unique, safe, and fun. The position requires that the elected individual spend most of his time completing event planning requirements for all chapter/colony social events and training members to implement a sober monitor program. The High Epsilon is also responsible for balancing social components with diversity, cultural, and intellectual experiences. This position is for people who are assertive, detail oriented, and collaborative.

### Strategic Work for Chapter Support Coach

Creating a balanced and well-rounded social experience for the chapter in order to build authentic relationships

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Creating a social event calendar for the chapter
- Preparing the High Epsilon budget
- Training chapter members on social integrity and etiquette
- Developing and maintaining social relationships with all other chapters and organizations on campus
- Enforcing all applicable policies and laws at social events
- Assisting in implementing the sober monitor program at all social events to ensure that all policies and laws are enforced
- Following and implementing all event planning procedures and guidelines

## Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
Accountability	Inclusiveness	Integrity
Collaboration	Relationship Building	Presence
Communication		
Decision Quality		
Resourcefulness		

## Other Responsibilities

Acting as representative of the chapter/colony.

Working with various constituents in achieving chapter/colony initiatives.

Adhering to and enforcing all applicable organization policies, procedures, and practices.

Using the Zeta Management System.

## Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates must be assertive, socially competent, and trustworthy.

The position requires at least 15 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.

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## High Pi – Alumni Advisor

### Job Overview

The High Pi (Alumni Advisor) of each chapter/colony is responsible for providing general guidance and assistance for chapter programs and operations. The position requires that the elected individual spend most of his time serving as a resource to the chapter president and mentor to other chapter members and officers. The High Pi is also responsible managing the chapter/colony's Advisory Board and its members. This position is for people who are trustworthy, realistic, and operate with a high level of integrity.

### Strategic Work for Chapter Support Coach

- Serving as the chapter/colony's chief judicial officer and chair of the advisory board

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Attending all Executive Committee meetings as a voting member (in person or virtually)
- Chairing formal disciplinary meetings, as needed
- Attending all chapter meetings, or identifying and sending a proxy
- Attending all High Zeta meetings, or identifying and sending a proxy
- Coaching and mentoring the High Alpha and other officers, as needed
- Attending Ritual and other ceremonies
- Scheduling and running advisory board meetings
- Recruiting, appointing, managing, and dismissing advisors, as needed
- Participating in webinars, conference calls, and trainings hosted by the Office of Administration
- Communicating with the House Corporation, as applicable
- Scheduling regular meetings with the Fraternity and Sorority Life or Student Affairs office
- Presiding over the High Zeta commissioning ceremony
- Reviewing and certifying the chapter's bylaws
- Completing the High Pi appointment process

## Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none"><li>• Adaptability</li><li>• Communication</li></ul>	<ul style="list-style-type: none"><li>• Balance Stakeholders</li><li>• Conflict Management</li><li>• Create Trust</li><li>• Feedback</li><li>• Mentorship</li></ul>	<ul style="list-style-type: none"><li>• Credibility</li><li>• Integrity</li><li>• Perspective</li></ul>

## Other Responsibilities

- Acting as representative of the chapter/colony.
- Working with various constituents in achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.
- Using the Zeta Management System.

## Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of Lambda Chi Alpha and have held alumni status for at least 5 years. Candidates must be able to manage tough conversations with and have a passion for mentoring undergraduate students.

The position requires at least 10 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the Grand High Pi.