



Sigma Sigma Sigma National Sorority Honor Council Coordinator

Tri Sigma is seeking an alumna who is committed to supporting chapters in their goals to create a positive member experience by managing training, development, and support of the Honor Council Specialists.

We are seeking one volunteer to lead a team of volunteers to meet Honor Council goals.

The priority deadline to apply is _____.

Qualifications:

- Undergraduate degree attained
- Previous volunteer experience as Honor Council Coordinator, Honor Council Specialist, or Honor Council Advisor.
- Preference for a 3-year commitment to this role

Expectations:

- Ensure coordinators are following up on pending paperwork, completing Triennial reviews, and resolving pending discipline terminations.
- Attend bi-weekly meetings with the Assistant Executive Director to resolve issues or provide guidance to Honor Council volunteers.
- Assign chapters in collaboration with Chapter Services to team members. Ensure completion of annual work plan and hosting of weekly Honor Council meetings.
- Assist the Assistant Executive Director with annual Honor Council manual revisions and process updates/reviews.
- Attend Prevention Institute, held in January, to serve as a small-group facilitator.
- Conduct annual volunteer evaluation with Honor Council Specialist and team members.
- Fill in for regional vacancies which may occur until a new volunteer is appointed including interviews and onboarding.
- Create and maintain volunteer work aids for Honor Council Specialist and team members, including project inventory and guide for key tasks in Chapter Portal.
- Oversee the Honor Council Specialist Facebook Group, ensuring consistency in policy/procedure responses, noting reoccurring issues for annual manual reviews and improvements, building a community and support system within the volunteer team, and posting frequent updates and information about the national organization.

- This role is a part of a Standing Committee, formed to do designed work on an ongoing basis. Term ends when volunteer chooses to resign, fails to meet expectations, or if the goals of the committee are determined to no longer meet the organization's needs.