

# Department of Chapter Services

## Accreditation Specialist

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Tri Sigma's Department of Chapter Services is seeking alumnae committed to assisting chapter in more effectively meeting our operating standards by working directly with chapter members and chapter support to review accreditation tracking reports. Accreditation Specialists collect chapter accreditation information and share with staff members so that they may follow up with appropriate support.

We are seeking 5 volunteers to begin July 15th.

The priority deadline to apply is July 1st.

### Qualifications:

- Undergraduate degree attained
- Experience as Chapter Advisor or Accreditation and Awards Advisor preferred
- Knowledge of Chapter Portal and current Tri Sigma accreditation program is recommended.

### Expectations:

- Participate in initial training with Chapter Services staff member on the accreditation progress report in Chapter Portal, current accreditation standards and measurement, and position expectations. Time commitment: 1 hour in August
- Download accreditation reports for non-accredited chapters. Meet with chapter leadership to review standards and take notes on progress, action items, and questions. Prepare and send a report of the meeting to the chapter and the Assistant or Associate Director. Time commitment: 2 hours per month per chapter assigned
- Respond promptly to questions from Assistant or Associate Director, including participating in a phone call to review reports as needed. Time commitment: 1 hour per month
- 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.



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