



## **Sigma Sigma Sigma National Sorority Risk Management Coordinator**

Tri Sigma is seeking alumnae committed to providing a positive member experience to collegiate members by providing support and education to chapters on Chapter Supervision.

We are seeking 1 volunteer to work with the Assistant Executive Director and lead the Risk Management Committee.

### Qualifications:

- Undergraduate degree attained
- Knowledge of risk management policies and procedures and chapter operations
- Legal background preferred

### Expectations:

- Participate in initial training with Risk Management Committee members and Assistant Executive Director (AED) to review National policies and volunteer position expectations. Time commitment: 1 hour
- Participate in VeriSky training. Time commitment: 30 minutes
- Review investigation summaries and vote accountable/not accountable.
- For chapters held accountable, serve as Goals Coordinator as assigned by Committee leader. Review and approve goal submissions in VeriSky for chapters on Chapter Supervision. Time commitment: 1 hour per week
- Participate in monthly individual calls with team members for support and guidance.
- Organize, follow up on all Risk management STRIDES visits and policy warnings.
- Partner with Prevention Coordinators to schedule STRIDES visits and transition meetings.
- Attend risk management focused events, including Fraternal Law Conference, HazingPrevention.org, or EverFi Prevention Summit.
- Serve as coach at Prevention Institute. Time commitment: 3 days in January
- 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.