



Collegiate Commissioner Position Description & Application Process

Applications Due October 23, 2023

Beta Theta Pi is seeking qualified collegians to serve as Collegiate Commissioners on its three governing boards:

- The **Board of Trustees**, which sets the strategic direction of the fraternity.
- The **Foundation Board of Directors**, which raises money, stewards donors and provides funding for educational programs and scholarships.
- The **General Fraternity House Corporation**, which owns and manages properties and provides education and support to chapters and house corporations.

The purpose of this volunteer role is to provide perspective, advice and guidance to Beta's leaders and help set the strategic direction of the organization. Collegiate Commissioners serve as General Fraternity Officers but are not voting members of their respective boards. Each board will determine the number of Commissioners to be appointed (typically 1 – 3 per board).

Collegiate Commissioners will be appointed separately to each board; however, we are hosting a single application and interview process. Final candidates will be placed on the board of their preference or the one that is the best fit for their experience and perspective.

Responsibilities of the positions for each board, and the process for consideration, are detailed below. Questions about the process can be directed to Chief Volunteer Services Officer Erin McHale (erin.mchale@beta.org).

Beta Theta Pi Board of Trustees

Questions about service as a Collegiate Commissioner to the Board of Trustees can be directed to Chief Volunteer Services Officer Erin McHale (erin.mchale@beta.org).

You can learn more about the Board of Trustees here: <https://beta.org/about/volunteers/>.

Collegiate Commissioner Responsibilities:

- Attend and participate in Board of Trustees meetings, including committee meetings and conference calls as invited. This includes reading reports in advance of the Trustees' meetings and calls.
- Attend and participate in Chapter President's Leadership Academy and General Convention.
- Other duties as assigned by the General Secretary.
- Serve a term to be determined by the General Secretary (typically 12 months but could be modified based on the circumstances of each Commissioner).

Qualifications:

- Initiated member of Beta Theta Pi.
- Enrolled as a full-time student at the time of their application and appointment. It is OK for a Collegiate Commissioner to graduate during his term of appointment, so students who are seniors in fall 2023 are encouraged to apply.
- Minimum cumulative GPA at or above the all-fraternity average or all-men's average on their campus, whichever is higher.
- Be in good standing with their chapter (attendance, grades, financial, behavior).
- Be in good standing with their campus (including willing to sign a FERPA release to acquire any conduct records).
- Must have completed at least one term in a leadership role. This could include serving as an elected or appointed chapter officer, committee chair, or as an IFC officer.
- Must be familiar with Beta's leadership development programs (CPLA, Keystone, Wooden, Convention, Leadership College, UIFI) The preference is for students who have attended at least one of these events; however, the COVID pandemic has prevented the fraternity from hosting many of them over the last 24 months so there will be some leeway given.
- The Collegiate Commissioner cannot be an employee of Beta while they are serving in the Commissioner role.
- Demonstrated ability to appropriately handle confidential conversations and information.

Time and Financial Commitment

- This is a volunteer role; no compensation is provided beyond expense reimbursement.
- Costs to attend events will be paid for by the General Fraternity either directly or through reimbursement of expenses after travel has occurred.
- If not already a member, Collegiate Commissioners are expected to join the Sons of the Dragon Club.
- Attend four in-person Board of Trustees meetings per year (three weekend events in January, April, and November, plus a meeting at General Convention). Board meetings are held in various cities around North America. Attend and participate in Chapter President's Leadership Academy and General Convention.

- Chapter Presidents Leadership Academy is scheduled for January 5-7, 2024.
- General Convention is scheduled for July 24-28, 2024 in Oxford, OH.
- Participate in Trustees conference calls between in-person meetings as requested (one 2-hour call per month).
- Participate in Stakeholder Engagement committee calls (approx. two 1-hour calls per quarter).
- Read and respond to emails in a timely manner.

Foundation Board of Directors

Questions about service as an Collegiate Commissioner to the Foundation Board of Directors can be directed to Chief Foundation Officer Phil Fernandez (phil.fernandez@beta.org).

You can learn more about the Foundation Board of Directors here:

<https://beta.org/foundation/foundation-leadership/>.

Collegiate Commissioner Responsibilities:

- Attend and participate in Foundation Board meetings, including committee meetings and conference calls as invited. This includes reading reports in advance of the Board meetings and calls.
- Attend and participate in General Convention.
- Other duties as assigned by the Foundation Board Chair.
- Serve a term to be determined by the Foundation Board Chair (typically 12 months but this could be modified based on the circumstances of each Commissioner).

Qualifications:

- Initiated member of Beta Theta Pi.
- Enrolled as a full-time student at the time of their application and appointment. It is OK for a Collegiate Commissioner to graduate during his term of appointment, so students who are seniors in fall 2023 are encouraged to apply.
- Minimum cumulative GPA at or above the all-fraternity average or all-men's average on their campus, whichever is higher.
- Be in good standing with their chapter or colony (attendance, grades, financial, behavior).
- Be in good standing with their campus (including willing to sign a FERPA release to acquire any conduct records).
- Must have completed at least one term in a leadership role. This could include serving as an elected or appointed chapter officer, committee chair, or as an IFC officer. Ideal candidates will have served on the Sons of the Dragon Giving Council or as alumni relations chair.
- Ideal candidates will have experience raising money for Beta Theta Pi or another student or charitable organization.
- Must be familiar with Beta's leadership development programs (CPLA, Keystone, Wooden, Convention, Leadership College, UIFI) The preference is for students who have attended at least one of these events; however, the COVID pandemic has prevented the fraternity from hosting many of them over the last 24 months so there will be some leeway given.

- Willingness to interact with Foundation donors at events and via thank you calls, videos and emails.
- The Collegiate Commissioner cannot be an employee of Beta while they are serving in the Commissioner role.
- Demonstrated ability to appropriately handle confidential conversations and information.

Time and Financial Commitment

- This is a volunteer role; no compensation is provided beyond expense reimbursement.
- Costs to attend events will be paid for by the Foundation either directly or through reimbursement of expenses after travel has occurred.
- If not already a member, Collegiate Commissioners are expected to join the Sons of the Dragon Club.
- Attend two Foundation Board meetings per year (one weekend meeting in late January/early February, plus a meeting at General Convention in August). Board meetings are held in various cities around North America.
- Participate in Board conference calls between in-person meetings as requested (likely three 1-hour calls per year).
- Participate in Foundation Ambassador activities, primarily via email and phone calls, likely to be a few hours per year.
- Read and respond to emails in a timely manner.

General Fraternity House Corporation (GFHC)

Questions about service as a Collegiate Commissioner to the General Fraternity House Corporation can be directed to Chief Housing Officer John Reineke (john.reineke@beta.org).

Collegiate Commissioner Responsibilities

- Attend and participate in GFHC Board meetings, including committee meetings and conference calls as invited. This includes reading reports in advance of the board meetings and calls.
- Attend and participate in General Convention.
- Other duties as assigned by the GFHC President.
- Serve a term to be determined by the GFHC President (typically 12 months but could be modified based on the circumstances of each Commissioner).

Qualifications

- Initiated member of Beta Theta Pi.
- Enrolled as a full-time student at the time of their application and appointment. It is OK for a Collegiate Commissioner to graduate during his term of appointment, so students who are seniors in fall 2023 are encouraged to apply.
- Minimum cumulative GPA at or above the all-fraternity average or all-men's average on their campus, whichever is higher.
- Be in good standing with their chapter (attendance, grades, financial, behavior).
- Be in good standing with their campus (including willing to sign a FERPA release to acquire any conduct records).

- Must have completed at least one term in a leadership role. This could include serving as an elected or appointed chapter officer, committee chair, or as an IFC officer.
- Must be familiar with Beta’s leadership development programs (CPLA, Keystone, Wooden, Convention, Leadership College, UIFI) The preference is for students who have attended at least one of these events; however, the COVID pandemic has prevented the fraternity from hosting many of them over the last 24 months so there will be some leeway given.
- The Collegiate Commissioner cannot be an employee of Beta while they are serving in the Commissioner role.
- Demonstrated ability to appropriately handle confidential conversations and information.
- Candidates do not need to come from a housed chapter.

Time and Financial Commitment

- This is a volunteer role; no compensation is provided beyond expense reimbursement.
- Costs to attend events will be paid for by the General Fraternity House Corporation either directly or through reimbursement of expenses after travel has occurred.
- If not already a member, Collegiate Commissioners are expected to join the Sons of the Dragon Club.
- Attend two in-person GFHC meetings per year (one weekend event in January, plus a meeting at General Convention). Board meetings are held in various cities around North America.
- Participate in GFHC conference calls between in-person meetings as requested (one 2-hour call per quarter).
- Read and respond to emails in a timely manner.

Application Process

- October 2: Applications open!
- **October 23: Applications are due.**
- October 23 – November 17: Committee review of applications. Top candidates will have one or more phone or Zoom interviews with members of the review committee.
 - The review committee is comprised of both current and former Board of Trustees members and Foundation Directors, current and former Collegiate Commissioners, and an Administrative Office staff liaison.
- Late November: Committee sends final ranked candidates to each board leader for selection.
- Early December: Notification of candidates.
- Late December: Orientation calls for new Collegiate Commissioners.

Application Checklist

The online application is located here: <https://survey.alchemer.com/s3/4593851/Collegiate-Commissioner-Application>

- The application will ask for the items below. We recommend that you collect these documents, save them as PDFs or Word docs, and upload them into the online application.
- Resume
- Official transcript
- Statement of support from chapter president (or another VP, if the applicant is the president) confirming that member is in good standing with the chapter.
- Statement from university or college staff member confirming that student is in good standing with the campus (this can be an email confirmation versus a formal letter).
- Three letters of recommendation:
 - One from a current chapter advisor, alumnus, house corporation board member or General Fraternity Officer.
 - One from a campus professional (e.g., fraternity / sorority advisor, professor, faculty advisor) or hometown contact (e.g., youth group leader, high school guidance counselor).
 - One from a current or graduated chapter brother. This recommendation should focus on the candidate's ability to interact with and influence his brothers and peers.
- Statement of Interest #1. Short written statement that addresses this question (1 – 3 paragraphs is adequate):
 - What unique perspective will you bring to strategic discussions about the future of Beta Theta Pi?
- Statement of Interest #2. Short written statement that addresses this question (1 – 3 paragraphs is adequate):
 - What are the most critical issues facing Beta Theta Pi at this time?
- Statement of Interest #3. Short written statement that addresses one of these questions (1 – 3 paragraphs is adequate):
 - What role should the fraternity play in promoting diversity, equity and inclusion?
 - How does the fraternity need to change to better meet the needs of today's collegiate members?
 - What is the most important contribution that you have made to Beta Theta Pi during your time as a member?
 - What has been your biggest challenge as a formal or informal leader of your chapter?

Questions about the process can be directed to Chief Volunteer Services Officer Erin McHale (erin.mchale@beta.org).