



Undergraduate Advisory Committee

Basic Function: Through peer representation, communication, and education this body empowers collegiate members within the Fraternity. In addition, the UGAC will advise the Fraternity's elected or appointed leadership and general membership on programs and policies of Phi Kappa Theta Fraternity.

Specific Responsibilities:

1. Establish a system of communication and support with chapters in your province, and (iServe) professionals and volunteers.
2. Serve as the collegiate voice to the Board of Trustees.
3. Work with professional staff to support Fraternity's Strategic Plan initiatives.
4. Aid in organization and execution of Regional Leadership Conferences.
5. Collect information from collegiate to aid in Fraternity decision-making.
6. Attend all UGAC meetings, training and other events determined necessary.
7. Assist in the training and transition of the incoming UGAC representative.
8. Perform additional responsibilities as determined.

Time Commitment

This position will require no less than four hours a month, sometimes more. Additionally, it may require travel depending on necessary attendance at Board of Trustees meetings, Convention or Conferences, and other trainings.

Skills Needed:

1. Ability to manage time well
2. Ability to manage multiple tasks well
3. Strong verbal and written communication skills

Minimum Qualifications

Undergraduates must be initiated collegiate members for one year, a full-time undergraduate student at the time of election, and continue to be full-time until at least May of the year following the Convention. They must also be in good standing with their respective university or college and Phi Kappa Theta Fraternity. There will be one UGAC representative from each province.

UGAC Chair and Vice-Chair

The UGAC shall select a Chair and Vice-Chair to represent the UGAC on the Fraternity's Board of Trustees. These two members have the additional responsibility of participation in Board of Trustee conference calls and other meetings. The aforementioned time commitment, skills needed and minimum qualifications apply to both the UGAC Chair and Vice-Chair.

