



ASSOCIATION OF FRATERNAL  
LEADERSHIP & VALUES

### Conference Standards Coordinator AFLV West

The following is an outline of responsibilities to be completed by the Conference Standards Coordinator at AFLV West, including the National Cultural Greek Leadership Conference. This position reports to the Executive Director (professional staff member).

#### RESPONSIBILITIES

- Administer the AFLV Conference Standards Policy during the conference.
- Train the Graduate Interns for conference standard rounds. Create conference duty schedule for the intern staff.
- Serve as the on-call conference staff person from 11:00pm – 2:30am (and later as needed) for each evening of the conference. Alert appropriate Association and Hotel Staff as needed based on incidents.
- Provide a summary of incident reports to the AFLV Staff by 7:00am each morning of the conference.
- Contact Fraternity/Sorority Advisors as needed. Hold meetings with advisors and students as needed after incident reports are completed.
- Send incident reports to the VPSA/CSAO as needed prior to leaving the conference. Follow up as needed.
- Promote and represent AFLV among all constituencies of the conference and in peer professional associations.

#### QUALIFICATIONS & PREFERENCES

- Must be serving a professional fraternity/sorority role on a campus or as part of an organization.
  - If a campus-based professional, your campus must be a member of AFLV.
- Experience in student accountability is preferred.
- Experience in student training is preferred.

#### BENEFITS

As part of this volunteer role, AFLV will provide the following:

- Complimentary or discounted conference registered (to be determined with each volunteer).
- Complimentary shared hotel room for the duration of your time at the conference.
- All meals for the duration of your time at the conference.
- Conference team thank-you gift.

#### COMMITMENT

The individual appointed to this position will serve a three-year term beginning in July of 2017 and ending in June of 2020. Individuals are eligible to reapply for consecutive terms. The appointed volunteer is required to attend AFLV West conference (Wed – Sunday) annually during their volunteer term.

#### INTERESTED?

Complete the [AFLV Call to Get Involved Form](#) by June 14, 2017.