

# TAU KAPPA EPSILON FRATERNITY

*Position of:*

## **PROVINCE ADVISOR**

### **MINIMUM QUALIFICATIONS:**

- Be an honorary or alumnus
- Initiated member of TKE and in good standing with TKE International Fraternity
- Must have access to phone, e-mail and fax
- Application endorsed by the area Grand Province Advisor and approved by the Chief Executive Officer.
- Must have the ability to recruit, train, and motivate volunteers into action
- Must be able to create and maintain professional and positive working relationships with alumni, volunteers and collegiate members

### **JOB DESCRIPTION:**

**1. VISITATION:** Chapter visitation in the Province should be performed mainly by the Province Advisor, at the direction of the Grand Province Advisor and Offices of the Grand Chapter staff. Province Advisors shall assist in the on-site training of Chapter Advisors and Board of Advisors members, and shall also perform additional specific tasks as assigned by the Grand Province Advisor on a case-by-case basis (i.e. rush workshop, risk management seminar, etc.). Each chapter and colony should receive a visit from a province advisor three times per academic year.

**2. RECRUITMENT:** At the direction of the Grand Province Advisor, recruit local volunteers to serve as Chapter Advisor, Board of Advisors members, or as general local volunteer support for chapters in the Province that are lacking adequate adult advisement.

**3. EDUCATION:** Assist the Grand Province Advisor in planning and executing a Province Education Conference each Fall semester.

**4. INFORMATION:** Assist TKE in disseminating information from the Grand Province Advisor and Offices of the Grand Chapter to chapters and their advisors. Communicate back to the Grand Province Advisor information about the chapters and situations in the area, specifically, keeping the Grand Province Advisor updated regarding chapter situations, changes in officers/leadership, new membership, important chapter dates, and any advisory needs or changes.

**5. ATTENDANCE:** Province Advisors are expected to attend the Regional Leadership Conference(s) in their geographic area, and encouraged to attend other events such as Province Education Conferences, Alumni Receptions, and Conclave.

**6. REPORTING:** Province Advisors are required to submit a detailed report to the Grand Province Advisor and Offices of the Grand Chapter following each chapter visit.

**TAU KAPPA EPSILON FRATERNITY  
PROVINCE ADVISOR APPLICATION**

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

3. Phone numbers: \_\_\_\_\_

4. E-mail address: \_\_\_\_\_

5. Years as TKE volunteer: \_\_\_\_\_ Home chapter: \_\_\_\_\_ Scroll: \_\_\_\_\_

6. Occupation: \_\_\_\_\_

7. Company Name: \_\_\_\_\_

8. Clubs, professional societies and charitable association affiliations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Awards or honors bestowed by TKE International: \_\_\_\_\_

\_\_\_\_\_

10. Special skills or areas of TKE expertise (recruitment, finance, insurance, etc.) \_\_\_\_\_

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\_\_\_\_\_

**\*\* *For the Applicant:*** I have read, understand, and accept the duties listed on the Province Advisor Job Description:

Signed: \_\_\_\_\_

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**\*\* I recommend the applicant be placed as a Province Advisor in my Province:**

Signed: \_\_\_\_\_, Grand Province Advisor

Printed Name: \_\_\_\_\_

Province Name: \_\_\_\_\_