

# TAU KAPPA EPSILON FRATERNITY

*Position of:*

## **GRAND PROVINCE ADVISOR**

### **MINIMUM QUALIFICATIONS:**

- At least 25 years of age
- Initiated member of TKE and in good standing with TKE International Fraternity
- Must have access to phone, e-mail and fax
- Application approved by the Chief Executive Officer

### **JOB DESCRIPTION:**

**1. VISITATION:** The Grand Province Advisor coordinates the volunteer servicing of chapter and colonies in his province. The GPA ensures that a comprehensive report is received from the visiting volunteer and sent to the Offices of the Grand Chapter (OGC) after the visit. Each chapter and colony should receive three volunteer servicing visits each academic year.

**2. RECRUITMENT:** Recruit Province Advisors to assist you in your Province. Desired ratio is no more than three chapters for each Province Advisor, unless approved by the Offices of the Grand Chapter. Also, working through Province Advisors, recruit volunteers to serve as Chapter Advisor, Board of Advisors members, or as local volunteer support for chapters lacking adequate adult advisement.

**3. EDUCATION:** Plan and execute an annual Province Education Conference (PEC) for the chapters and colonies in your Province.

**4. INFORMATION:** Act as primary information officer in the geographic area, helping to disseminate information to chapters and communicating back to the Offices of the Grand Chapter (through the Regional Director) information about the chapters and situations in the area. Specifically, keeping headquarters updated regarding changes in officers/leadership, new membership, important chapter dates, and any advisory needs or changes.

**5. PROBATIONARY SUPPORT:** When a chapter is placed on Chapter Probation or placed on Charter Probation by the Grand Council or a General Court, the GPA will assist the chapter in setting and achieving realistic goals in all deficient areas, and will work with the chapter to provide regular progress reports to the Offices of the Grand Chapter.

**6. ATTENDANCE:** Grand Province Advisors are expected to attend the Regional Leadership Conference(s) in their geographic area, and encouraged to attend other events such as Rush Congresses, Alumni Receptions, the Summer Grand Province Advisor and Province Advisor Conference in Indianapolis and Conclave.

**7. REPORTING:** Grand Province Advisors will be asked to submit a report at the end of each semester to the Offices of the Grand Chapter, updating the current status of each chapter in the Province.

TAU KAPPA EPSILON FRATERNITY  
**GRAND PROVINCE ADVISOR APPLICATION**

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*Please return to:            Tau Kappa Epsilon Fraternity  
   8645 Founders Road, Indianapolis, IN 46268  
   (317) 872-6533 office    (317) 875-8353 fax*

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**SECTION ONE (required for all applicants):**

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please check one:    (     )     Applying for the first time

                                  (     )     Re-applying for GPA

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

Occupation: \_\_\_\_\_

Title, if any: \_\_\_\_\_

Present Employer: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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Please list the Province Advisors who assist you in your area:

Name:

Chapter:

Address:

City/State/Zip:

Phone:

E-mail:

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Name:

Chapter:

Address:

City/State/Zip:

Phone:

E-mail:

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Name:

Chapter:

Address:

City/State/Zip:

Phone:

Email:

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Name:

Chapter:

Address:

City/State/Zip:

Phone:

Email:

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Name:

Chapter:

Address:

City/State/Zip:

Phone:

E-mail:

Please list the names of the Chapter Advisors you or your Province Advisors recruited during the last academic year (include chapter designation and school):

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Please list the names of the Board of Advisors Chairmen you or your Province Advisors recruited during the last academic year (include chapter designation and school):

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Please list any chapter visitations you performed in the last academic year, including chapter designation and school name and reason for visit:

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