



national panhellenic conference

RFM Specialist Standards

To provide the highest quality assistance to fraternity/sorority advisors (FSAs) and the NPC member organizations, Release Figure Methodology (RFM) specialists must be sponsored by their inter/national organizations and meet the following minimum standards.

Membership Experience

- Must have at least five years of membership recruitment experience on the regional, provincial or inter/national level within their own organizations.

Training Requirements

- For consideration of campus assignments, all **new** RFM specialists must attend on-site training for two consecutive years. A specialist who attends one training and then misses the following year's training may be reinstated after attending training the following year.
- All RFM specialists with more than two years of on-site training may opt to attend training every other year.
- Any specialist missing two on-site trainings in a row will not be assigned as a specialist for the coming year. A specialist may ask to be kept on the email list, so that she remains in the loop and may be considered the following year after attending training.
- All specialists must work diligently to increase knowledge of the RFM process, build skills for implementation and keep abreast of new developments.

Technology Requirements

- Specialists must be proficient in Microsoft Excel and able to navigate recruitment software programs (i.e., ICS and Campus Director).
- Specialists must have basic math skills (addition, subtraction, multiplication, division, percentages and weighted average calculations).
- Specialists must fully understand how to navigate multiple worksheets in an Excel workbook, transfer data and be able to interpret the workbook formulas.
- Specialists must have around-the-clock computer and internet access.
- Specialists must commit to taking at least three campuses during fall term and two campuses during spring term.
- Specialists must fulfill all administrative responsibilities as directed by the RFM leadership team, including submitting all final workbooks within one week of the completion of recruitment and submitting the total worksheet to the NPC area advisor within 24 hours of the completion of recruitment.

Understanding and Commitment to Panhellenic Spirit and Unity

- All RFM specialists serve as a representative of the National Panhellenic Conference (NPC) and understand that interfraternal conduct and actions reflect upon the Conference as a whole.
- Specialists are expected to implement RFM with equal care and concern for all member organizations in the Conference.
- Specialists must understand that all RFM data is strictly confidential and only disclosed to appropriate parties in a way deemed acceptable for release by the NPC College Panhellenics Committee chairman and/or RFM leadership team.
- Specialists will not use nor share RFM or its materials for personal or organizational work or gain.
- Specialists are expected to disclose any conflicts of interest with a specific campus and/or with responsibilities to one's member group (i.e., staff position, volunteer position or extension).
- Specialists are expected to promote positive relations and work collaboratively with the fraternity/sorority advisor (FSA), the College Panhellenic, campus officials and representatives of the member organizations.