

Congratulations
on your election as
CHAPTER ADVISOR

This is your
PACKET FOR
NEW OFFICERS

What's inside?

Everything you need to know for your position. We want to assist you towards *full understanding and completion* of your position responsibilities:

- *Qualifications and Duties of Chapter Advisor*
- *Information Needed to Advise the Chapter*
- *Implementation of Duties*
- *Communications as the Liaison*
- *Available Resources*
- *Helpful Links*



Any questions?

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Some chapters need little guidance and others have specific needs they will request. This is an introductory packet to the Chapter Advisor position. It contains information needed to fulfill the position duties and identifies available resources.

Qualifications and Duties of Chapter Advisor

(from Policy and Procedures Manual section B, policy 19)

- To serve as the official advisor recognized by the National Fraternity.
- To serve in an advisory capacity to the members of the chapter.
- To serve as a liaison to the school for the chapter and National Fraternity.
- To assist chapter officers in the development of their plans and duties.

Information Needed to Advise the Chapter

- General knowledge of Bylaws, Fraternity policy, Ritual (if a member), and general chapter operations.
- Extensive knowledge of the Standard Pledge Education Program and the Risk Management Policy
- Maintain copies of Fraternity policy, chapter calendar of events and current officer roster
- Knowledge of college/university policies related to student organizations.

Implementation of Duties

- Schedule Deltasig office hours or regular appointments with chapter officers
- Review chapter finances with the Vice President – Finance on a monthly basis
- Review CEI with Vice President of Chapter Operations on a monthly basis
- Attend chapter meeting or event at least once every four to six weeks. Attend all initiations and officer transition meetings.
- Review Risk Management Policy with the chapter once per semester
- Provide signature authorization if needed (university forms, letters of recommendation)
- Counsel members as needed regarding their fraternity involvement
- Attend an area, regional, provincial, or national Deltasig conference once every 2-3 years.

Communications as the Liaison

- Increase Fraternity awareness among other faculty
- Encourage the chapter to utilize faculty resources to assist with professional and community service programming
- Recommend other faculty for initiation into the chapter
- Ensure the chapter is fully recognized as a student organization
- Ensure that the chapter is aware of all university policy related to them
- Assist in obtaining all eligible funding for the chapter

Available Resources

- Complimentary hard copies of manuals and publications (by request)
- National Officers (District, Regional, Provincial)
- Central Office Staff
- LEAD (Leadership and Excellence Academies for Deltasigs) Events, other provincial and national conferences
- The chapter officers and members
- Other Advisors
- Campus office of Student Activities
- *The DELTASIG Magazine*

Helpful Links

- Fraternity website- <http://www.dspnet.org>
- Volunteer Leadership Manual- <http://www.dspnet.org/site/pdf/LeadershipManual.pdf>
- Policies and Procedure Manual (includes Risk Management and Standard Pledge Education Program)- http://www.dspnet.org/site/pdf/policy/Policy_Procedure.pdf