

Chapter Advisory Board (ALL)

Role: Provide support to the local chapter/colony

Expectations:

- Meet as a Chapter Advisory Board on a Monthly basis
- Mentor, support, and teach students
- Model appropriate behavior and hold members accountable
- Participate in volunteer training and certification programs
- Support the local chapter/colony in their development
- Attend chapter/colony meetings as required
- Understand and enforce Phi Mu Delta policies, by-laws, and resolutions
- Report any potential violations to the National Office immediately
- Review and follow through with assessment of Chapter/colony visitation reports
- Assist in the recruitment of Chapter Advisors for CAB
- Communicate regularly with the District Governor, National Office, and Campus Greek Life Office

Chapter Advisor

Role: Serve as the primary Advisor to the Chapter/Colony and Chair to the Chapter Advisory Board. Ensures that the Chapter leadership is supported, challenged and guided to achieve the chapter's goals.

Expectations:

- Have regular contact with the Chapter President
- Attend all weekly chapter meetings
- Complete monthly CAB Report
- Meet with the executive board, at least, twice a semester
- Submit CAB report and communicate regularly with the District Governor
- Organize monthly Chapter Advisory Board meetings
- Attend all chapter rituals and initiation ceremonies (if an initiated member)
- Attend Officers' Academy

Academic Advisor

Role: Serve as the academic and scholarship advisor to the Chapter/Colony to ensure that the organization meets its academic goals and supports those that need improvement.

Expectations:

- Have bi-weekly contact with the chapter scholarship chair
- Attend, at least, one chapter meeting each semester
- Meet with new members at the beginning of the new member education process
- Assist member with identifying academic support mechanisms on campus
- Assist with the monitoring of members who are on Academic Probation
- Act as a faculty/staff liaison to the institution

Membership Education Advisor

Role: Serve as the education advisor to the Vice President of Member Development to ensure that membership development and orientation programming is consistent with Phi Mu Delta's values and goals

Expectations:

- Work closely with the VP of Member Development and help implement the Leading the Lion Pride curriculum (the National new member education program)
- Help the chapter identify areas of needed development
- Work with individual members as they seek to improve their leadership skills
- Ensure all programs are free of hazing and promote positive personal development

Financial Advisor

Role: Serve as the financial advisor to the chapter/colony to ensure that financial operations are sound and that the budgetary goals of the chapter are achieved.

Expectations:

- Work closely with the VP of Finance to develop the chapter budget each term
- Provide knowledge to the chapter to maintain consistent bookkeeping policies and financial accountability
- Review all statements, invoices, and audits
- Ensure that the chapter is planning for future needs and maintains a proper amount in savings each semester
- Assist, when needed, with the collection of dues and other payments

Recruitment Advisor

Role: Serve as the recruitment advisor to ensure that the chapter meets its recruitment goals and retention of members.

Expectations:

- Work closely with the recruitment chair and VP of Membership to identify membership needs and growth potential
- Monitor ChapterBuilder to ensure members are holding each other accountable to their recruitment goals
- Help chapters understand the need to maintain high enough membership to meet the chapter's goals and allow members to enjoy their experience
- Assist with chapter retention issues
- Understand and support dynamic recruitment methods and procedures
- Assist the chapter with year-round recruitment goals and calendar

Judicial Advisor

Role: Serve as the advisor to the Chapter's Judicial Board and assists the Board with issues of due process and fairness.

Expectations:

- Understand chapter judicial board procedures
- Be present at all judicial board hearings and serve purely as an advisor – do not vote or run hearing
- Assist the board with recommendations for sanctions
- Work closely with Executive Board to assist with issues of accountability within the chapter