**Sample ABT Advisor Position Descriptions**

In order to provide the best support possible to our members and organizations, ABT positions should mirror the areas of operation for the chapter/colony. Additionally, consideration should be given to the immediate needs and areas of concern regarding the operations of the undergraduate organization. The following is a list of suggested positions for the ABT and some of the responsibilities that such positions could support.

**ABT PRESIDENT**

The ABT president has many of the same responsibilities as the president of any group. However, they should be cautious so as to not try to do everything themselves. The ABT president has the responsibility of keeping the ABT organized and functioning at a high level. They should look to:

* Manage the ABT board
* Chair the ABT meetings
* Ensure that ABT members are performing their duties and assist when possible
* Find replacements to fill vacancies on the ABT when they occur
* Update your ABT roster on Compass at least once per year, or when changes occur
* With the “BB”, act as the official alumni representative of the chapter/colony
* Promote a healthy working relationship between the ABT and chapter/colony
* Be contacted in case of an emergency at the chapter
* Oversee/help the chapter with Ritual (unless a Ritual Advisor is appointed)
* Maintain open lines of communication with the International Headquarters
* Communicate regularly with the chapter/colony “A” to remain informed of what is happening within the organization
* Provide training and development opportunities for your volunteer team
* Along with the “BB,” maintain and secure copies of the Alumni Rededication Ceremony for the chapter/colony (in the absence of a Ritual Advisor)
* **Important materials:**
	+ Delta Chi Law
	+ ABT BRIEF
	+ ABT by-laws, ABT by-laws (if applicable) and chapter by-laws.
	+ Chapter/colony by-laws
	+ Officer/chair BRIEFS and resources
	+ Delta Chi Volunteer Resources, including participation in the Volunteer Training Program through the International Fraternity

**ABT SECRETARY**

The Secretary of the ABT has the responsibility of maintaining the communication within the ABT, between the chapter/colony and the ABT, and with the Headquarters. They are essential in promoting strong communication and ensuring both organizations are on top of all reporting and deadlines. They should look to:

* Serves as the secretary for the ABT board
* Counsel the chapter/colony “C”
* Read and familiarize yourself with BRIEFS and resources regarding the “C” position
* Understand all deadlines and filing requirements for the chapter/colony
* *Colonies only:* Assist the “C” and the chartering standards committee complete their petition for chartering
* Follow up to ensure the chapter/colony is submitting their CMR’s regularly and accurately to the International Headquarters
* Ensures the members are meeting campus accreditation standards and they are applying for campus and international awards
* Prepare and maintain a contact list of ABT members, Fraternity/Sorority Life office, relevant International Headquarters staff, and other relevant individuals
* Take ABT meeting minutes and distribute them after the meeting
* Keep and maintain the ABT by-laws (if applicable)
* **Important materials:**
	+ Delta Chi Law
	+ ABT BRIEF
	+ ABT by-laws
	+ Chapter/colony by-laws
	+ “C” Reference Guide

**FINANCIAL ADVISOR**

The Financial Advisor works closely with the “D” and ﬁnance committee to ensure the chapter/colony is practicing sound fiscal decision making. An advisor with a good understanding of accounting and ﬁnance is a valuable asset to any chapter. They should look to:

* Support and work with the chapter/colony “D”
* Help the chapter/colony prepare budgets in advance for each school term and ensure they are brought before the ABT for approval
* Conduct monthly budget checks so individual categories are not overspent
* Ensure prompt payment of bills
* Read and familiarize yourself with BRIEFS and resources regarding financial management
* Educate the chapter/colony on appropriate fiscal responsibility
* See that the “D” is maintaining good financial records
* Provide advice on the investment of idle funds
* Advise the chapter/colony on methods of collecting dues
* Provide advice on fundraising and fundraising campaigns
* Check the chapter/colony financial records once a month to ensure accuracy and completeness
* Assist in the collection of delinquent accounts
* Assist in documentation for tax purposes and IRS review
* Ensure that the Form 990 is filed with the IRS in collaboration with the “D” and “BB”
* Review the chapter’s financial status with the “D” (monthly) and ABT financial advisors
* Work and meet with the chapter’s accountant (if applicable)
* **Important materials:**
	+ Delta Chi Law
	+ ABT BRIEF
	+ ABT by-laws
	+ Chapter/colony by-laws
	+ Financial Management BRIEF

**SCHOLARSHIP ADVISOR**

The Scholarship Advisor’s responsibility is to be available to the chapter/colony and the scholarship chairman for consultation and support. The individual who serves as the chapter’s Faculty/Staff Advisor may also be the Scholarship Advisor for the ABT, is if the Faculty/Staff Advisor wishes to be a member of the ABT. They should look to:

* Counsel the scholarship chairman and committee in developing and executing the program
* Read and familiarize yourself with BRIEFS and resources regarding academic success
* Support the scholarship chairman in the enforcement of the standards and policies of the chapter/colony and of Delta Chi
* Keep the ABT notified of chapter/colony’s scholastic status
* Familiarize yourself with the academic support offices on campus (Academic Advising, tutoring services, TRIO, etc)
* Work with the Faculty Advisor (if not the same person) on scholarship programming
* Support the recognition of academic achievement by the chapter/colony
* Meet with members (including Associate Members) to discuss their academic progress and priorities
* Promote participation in honor societies (including fraternal focus groups like Order of Omega and Gamma Sigma Alpha)
* Encourage scholarship applications with the membership from the Delta Chi Educational Foundation, as well as from the college/university
* **Important materials:**
	+ Delta Chi Law
	+ ABT BRIEF
	+ ABT by-laws
	+ Chapter/colony by-laws
	+ Scholarship BRIEF
	+ Scholarship Resources

**MEMBER EDUCATION ADVISOR**

The Member Education Advisor plays an important role in supporting the chapter/colony’s efforts to provide meaningful development opportunities for all our members throughout their experiences. A great deal of the job as Member Education Advisor involves working with the undergraduate Associate Member Counselor. Their goal should be to encourage the chapter/colony’s development through the use of a constructive, written associate member education program. The Associate Member program should help the AM’s to become not only quality undergraduate members, but quality alumni members as well. Due to the nature of the role, the Member Education Advisor should be an initiated member of Delta Chi. They should look to:

* Support and work with the chapter’s Associate Member Counselor (AMC) and member development/education chairman
* Read and familiarize yourself with BRIEFS and resources regarding the Associate Member experience and ongoing member development opportunities
* Ensure the Associate Member (AM) program is written and followed. It is strongly suggested to use the program provided by the International Headquarters.
* Arrange for alumni participation in the AM process and ongoing membership development opportunities.
* Meet with each AM class to educate on matters such as hazing and lifetime involvement in Delta Chi
* Help the AMC work with the executive board to create meaningful chapter/colony programming all year
* Assist the Executive Board in creating safe brotherhood development activities
* Work with the Risk Management Advisor to ensure that the chapter/colony is educated on the benefits of assimilation as compared to hazing
* Insure that all members are benefiting from a continual education process
* Promote participation in ongoing development opportunities for members available through Delta Chi; this includes the Regional Leadership Conferences, Emerging Leaders Academy, International Convention, Open Door Webinar Series and the online learning platform.
* Promote participation in ongoing development opportunities for members available through your campus, including efforts from the Fraternity and Sorority Life office, leadership retreats, conferences, etc.
* **Important materials:**
	+ Delta Chi Law
	+ ABT BRIEF
	+ ABT by-laws
	+ Chapter/colony by-laws
	+ Standardized Delta Chi Associate Member Program and supplemental resources
	+ New Member Education BRIEF
	+ Big Brother BRIEF
	+ Big Brother Ceremony
	+ New Member Pinning Ceremony
	+ Cornerstone

**RECRUITMENT ADVISOR**

Recruitment is the lifeblood of any Delta Chi chapter/colony. The Recruitment Advisor should assist the undergraduate Recruitment chairman and recruitment committee in planning and implementing a strong, 365-day strategy for recruitment. They should look to:

* Support and work with the Recruitment Chairman
* Read and familiarize yourself with BRIEFS and resources regarding recruitment
* Collect names of potential members through alumni contacts, letters and phone calls
* Approve all recruitment letters, posters and all other recruitment publicity
* Help motivate initiated members and associates for recruitment
* Work with the alumni relations advisor to arrange the attendance of appropriate alumni at recruitment functions
* Help locate good speakers for recruitment events (e.g., local Delta Chi personalities, former leadership consultants, Greek Advisors, faculty, university personnel, community leaders)
* See that Recruitment Chairman plans the recruitment program for the entire year once he’s been elected. Help him work on this plan and adjust as needed
* Help the recruitment chairman plan recruitment workshops for the chapter/colony year-round to help create a recruitment culture and practice 365-recruitment
* Coach the Recruitment Chairman to work with the public relations appointed officer to create a recruitment marketing campaign
* Coach the members to market themselves year-round with consistent messaging and branding
* **Important materials:**
	+ Delta Chi Law
	+ ABT BRIEF
	+ ABT by-laws
	+ Chapter/colony by-laws
	+ Recruitment BRIEF
	+ Recruitment Resources, including FREE resources from Phired Up Productions ©

**ALUMNI RELATIONS ADVISOR**

The Alumni Relations Advisor assists the “E” in cultivating a member experience that prepares our Brothers to become an engaged alumnus. A strong alumni engagement program not only helps support a healthy chapter/colony but provides an environment that promotes lifelong connection and support. They should look to:

* Support and work with the chapter “E” to engage local alumni
* Read and familiarize yourself with BRIEFS and resources regarding the alumni experience experience
* Arrange for alumni participation in the AM process and ongoing membership development opportunities.
* Work with the local Alumni Chapter (if applicable) to engage them in events and initiatives hosted by the chapter/colony
* **Important materials:**
	+ Delta Chi Law
	+ ABT BRIEF
	+ ABT by-laws
	+ Chapter/colony by-laws
	+ Alumni Relations BRIEF
	+ Alumni Newsletter BRIEF
	+ Additional alumni-related resources

**PHILANTHROPY & SERVICE ADVISOR**

Providing the chapter/colony with support around their philanthropic and service goals can help them see these efforts not just as stand-alone activities, but ones that are deeply connected to the values and purposes of our Fraternity. They also can support members in recognizing how they can continue to serve after their time as undergraduates has come to an end. They should look to:

* Counsel the Executive Board and those leading service and philanthropy initiatives (committee chairs, project leads, etc)
* Read and familiarize yourself with BRIEFS and resources regarding philanthropy and service
* Assist the chapter/colony create a signature philanthropic fundraising event that meets all of Delta Chi’s standards
* Assist the chapter/colony to create service goals and long-term service plans
* Help to educate the chapter/colony about the difference between service and philanthropy
* Promote the use of CrowdChange platform and the chapter/colony pages that can be used for fundraising at jimmyv.org/deltachi
* Help the chapter/colony develop a relationship with the office responsible for community service opportunities on your campus
* Help the chapter/colony develop relationships with local non-profits and service-based organizations in your local community
* **Important Materials:**
	+ Delta Chi Law
	+ ABT by-laws
	+ Chapter/colony by-laws
	+ Community Engagement BRIEF
	+ Public Relations BRIEF

**RISK MANAGEMENT ADVISOR**

A risk management advisor can be immensely helpful to a chapter/colony, as well as the ABT. They can see that the chapter/colony understands and is in full compliance with campus policies, as well as Delta Chi policies and Law. Being able to support the “F” and the members of the chapter/colony create a safe environment for our members and guests is of utmost importance. They should look to:

* Support and work with the chapter/colony “F” and risk management committee
* Help the “F” plan and implement relevant risk management practices and education for general membership
* Encourage the use of “F Talks” During the Associate Member (AM) program
* Work with the Member Education Advisor to ensure that the chapter/colony is educated on the anti-hazing policy
* Assist the “F” and other chairs in planning events that are compliant with all relevant policies and Delta Chi Law
* Support the “F” to help educate the chapter/colony regularly (i.e. speakers, campus partners, Delta Chi resources, etc)
* Participate in ongoing educational opportunities from Delta Chi, like the “Open Door” webinar series
* Understand Delta Chi Law and risk management policies
* Read and familiarize yourself with BRIEFS and resources regarding risk management
* Understand the risk management policies of your institution and local community
* Seek out campus resources available to our members (i.e. counseling, mental health resources, etc.)
* Support the chapter/colony in operating a judicial board to help maintain standards and expectations
* **Important Materials:**
	+ Delta Chi Law
	+ ABT by-laws
	+ Chapter/colony by-laws
	+ Delta Chi Risk Management Policy
	+ Values-Based Approach to Health and Wellness document
	+ Social Event Planning Guide
	+ Insurance Resources

**RITUAL ADVISOR**

The Ritual of Delta Chi is what unites all our members around the globe. They play a crucial role in helping our members connect to the bigger picture, and the meaning behind our actions. They are key to supporting the members and organization with our Ritual, and the other ceremonies offered in Delta Chi. Because of the nature and responsibilities of this area, this position must be held by a Delta Chi (preferably who has gone through the Alumni Rededication Ceremony). They should look to:

* Support the Executive Board to ensure the Ritual kit is complete and properly secured
* Read and familiarize yourself with BRIEFS and resources regarding Delta Chi’s Ritual and other ceremonies
* Ensure the Executive Board practices the Ritual for at least one month prior to scheduling
* Help the chapter/colony with Ritual exemplification and monthly ritualistic chapter/colony meetings
* Responsible for maintaining and securing copies of the Alumni Rededication Ceremony
* Assist the “E” in promoting and encouraging Alumni Initiations and participation in the Alumni Rededication Ceremony
* Work with the AMC to prepare the Associate Members to experience Ritual
* Promote chapter/colony and alumni participation in all Delta Chi ceremonies
* Stay current on Delta Chi Ritual by attending Regional Leadership Conferences and International Convention
* **Important Materials:**
	+ Delta Chi Law
	+ ABT by-laws
	+ Chapter/colony by-laws
	+ Delta Chi Ritual
	+ Associate Member Pinning Ceremony
	+ Big Brother Ceremony
	+ Alumni Rededication Ceremony (if they themselves have participated)
	+ Memorial Ceremony
	+ Initiation Ceremony

**ADDITIONAL POSITIONS**

If the resources are available and there is a need, the ABT may establish any additional positions it sees ﬁt in order to further aid the chapter. Some additional positions that may be developed could include a Legal Advisor, Public Relations Advisor, and Parents/Family Advisor.