

DELTA CHI

FRATERNITY

“E” Resources

SELECTING A “BB”

Having a strong advising presence with undergraduate chapters and colonies is one of the consistent signs of success for any group. The “BB” serves as the chapter advisor, and is a unique advising role within Delta Chi. With the “BB” being such a valuable role, there are several things that groups should consider.

QUALIFICATIONS: A qualified “BB” wears many hats. First and foremost, any “BB” must be an initiated, alumnus member of Delta Chi. While this may be the required qualification, there are several characteristics that chapters and colonies should look for and consider when electing a “BB.”

-  Experience: Think about the the type of experience a candidate brings to the table. Chapters and colonies benefit from someone who has experience, not only within Delta Chi but life experiences. Someone may have never served as an advisor, but has spent years leading a team or business.
-  Communication: Communication is a cornerstone of everything that happens within the organization. A candidate for “BB” should be an effective communicator (written and verbal), and respond to things in a timely manner.
-  Knowledgeable: The “BB” works with a wide variety of areas of operation. Having some background and awareness of these areas will make them a strong advisor. In cases where they may not be familiar, do they exhibit a willingness to learn? Having the desire to learn can be a valuable asset as well.
-  Honesty: This is an important characteristic for any “BB.” It is much easier to sugarcoat a situation than to be open and honest about things. Look for someone who can be candid, but backs it up with ideas for improvement (not just criticism).
-  Big Picture: Members can get caught up in the motions of running the group and lose sight of the bigger picture. A “BB’ can help keep people focused on the larger purpose of our Brotherhood, and realign the daily actions with the values of the organization. Additionally, they can be a source of institutional memory and someone who keeps the group thinking about their future.

KEEP IN MIND: The role of the “BB” should be much more than just a name on a form. Like any strong partnership, both sides should work to understand what the other is looking for and needs.

 Alumni engagement: If your organization doesn't devote much effort to engaging with alumni, don't be surprised when it may be challenging to find volunteers. Having a strong alumni engagement program supports many areas of operation, including having a stronger pool of potential volunteers.

 Clear expectations: Be sure that folks considering the “BB” position actually know what the role entails. Give them a version of a job description, which outlines what is expected of them (from Delta Chi, the campus, and your chapter/colony).

 Advisors from a different chapter/colony: Just because an alumnus didn't attend your institution doesn't mean they can't be an effective “BB.” In fact, a different perspective can help move your organization and members forward.

RESPONSIBILITIES OF THE “BB”: Below is a list of expected responsibilities for the “BB”.

- Read the Chapter Operations Manual
- Supervise transition of Officers and hold officer training workshops (see Chapter Retreat BRIEF)
- Assist officers in general operations and procedures
- Make sure each chapter/colony officer reads and understands their respective resource manuals
- Function as a the liaison between the undergraduates and alumni
- Develop an ongoing, beneficial relationship with university administration (Greek Advisor/Dean of Students, etc.)
- Help chapter/colony prepare budgets in advance for each school term; do monthly budget checks so individual categories are not overspent
- See that the Recruitment Chairman plans the recruitment program prior to leaving for any break or vacation
- Meet with associate member class to educate on matters such as hazing and lifetime involvement in Delta Chi
- Serve as a resource person for area alumni
- Make sure the “E” is publishing alumni newsletters and communicating regularly with alumni
- Make semiannual reports to the International Headquarters (4/30 and 12/31 each year)
- Attend (at least two per month) executive committee and general meetings
- Review the chapter or colony's financial status with the “D” (monthly)
- Supervise initiation of new members
- Make sure Form 990 is filed with IRS
- Maintain close contact with the Regent
- Serve on the ABT
- Review the officer responsibility checklist with each officer to ensure he knows his duties