



DELTA CHI

FRATERNITY

OFFICER RESOURCE:

SELECTING A “BB” - CHAPTER ADVISOR

Having a strong advising presence with undergraduate chapters/provisional chapters is one of the consistent signs of success for any group. The “BB” - Chapter Advisor has a unique and valuable role, and there are several things the chapters/provisional chapters should consider when making this selection. All undergraduate chapters/provisional chapters, to meet minimum standards, are expected to have a “BB.”

QUALIFICATIONS

To qualify to be a “BB” - Chapter Advisor, an individual must be an initiated, alumnus member of Delta Chi. However, anyone serving on the Executive Committee, Board of Regents, or as a Vice Regent is not able to also serve as a “BB” - Chapter Advisor. There are other factors that should be taken into consideration when electing a “BB” - Chapter Advisor.

However, it is important to consider several characteristics when making this selection:

- **Experience:** not only is it important to consider the knowledge a candidate has about Delta Chi, but what other skills they bring to the role. Consider the professional career of an alumnus who has proven themselves to be a leader within their industry, or volunteer roles they may hold within the community.
- **Communication:** candidates for “BB” - Chapter Advisor should be effective written and verbal communicators, and be able and willing to respond within a timely manner.
- **Willingness to Learn:** While professional knowledge and experience are important, there are a wide variety of areas of operation within a chapter/provisional chapter, and a candidate may not be an expert in all things. Having a desire to learn and develop new skills can be a valuable asset.
- **Honesty:** It is much easier to sugarcoat a situation than to be open and honest about the reality. A “BB” - Chapter Advisor should be able to be candid, but back up any criticism with ideas for improvement.
- **Big Picture:** undergraduate members can get caught up in the motions of running the group and lose sight of a larger goal or purpose. A “BB” - Chapter Advisor can help to keep members focused on the larger meaning of Delta Chi, and find ways to encourage realignment of daily actions with the values of the Fraternity. Additionally, if the “BB” - Chapter Advisor is from the same chapter/provisional chapter or has been serving in their role for a period of time, they are able to provide historical context to current officers about decisions that have been made by previous executive boards.

KEEP IN MIND

The role of the “BB” - Chapter Advisor should be more than just a name in a database. Like any strong partnership, there should be clear expectations.

- **Alumni Engagement:** If a chapter/provisional chapter does not devote much time to engaging with alumni, it may be challenging to find volunteers. If you need assistance, review the [Alumni Engagement BRIEF](#) or connect with Delta Chi International Headquarters (IHQ) [Coordinator of Volunteer Engagement!](#)

- **Clear Expectations:** Ensure that candidates who may be considering the “BB” - Chapter Advisor position actually know what the role entails, and are realistic about the time commitment. They should be given a version of a job description, as well as being informed of what will be expected of them from the chapter/provisional chapter, the college/university, and Delta Chi IHQ.
- **Term of Office:** The “BB” - Chapter Advisor serves from the time of their election or appointment until October 15 of the next succeeding non-Convention year, or until their successor is elected or appointed. The “BB” - Chapter Advisor will assume the duties upon written [“BB” Oath of Office](#) being received at the Delta Chi International Headquarters.
- **Election Protocols:** A “BB” - Chapter Advisor can be elected by a majority vote of the chapter/provisional chapter. They must be reported by the “C” via the Chapter Meeting Report, as well as send their “BB” Oath of Office to IHQ via the Advisor Reporting Form to confirm their election.
- **Accountability:** A “BB” - Chapter Advisor may be removed by a four-fifths (4/5) vote of the undergraduate chapter/provisional chapter, subject to the approval of the Executive Committee (EC) of the Fraternity. They may also be removed by unanimous vote of the EC for failure to properly perform the duties of their office.

DUTIES

Per Delta Chi Law, the “BB” - Chapter Advisor should assist the chapter/provisional chapter in its relations with the college/university where the chapter/provisional chapter exists, as well as in the chapter/provisional chapter’s academic, athletic, and social activities. They also serve as a member of the Alumni Board of Trustees (ABT), and directly advise the “A.”

However, the role often encompasses more responsibilities, including, but not limited to, the following items:

- Attend chapter/provisional chapter and executive board meetings, and have regular one-on-one meetings with the “A.”
- Supervise the transition of outgoing and incoming officers within the undergraduate chapter/provisional chapter.
- Developing ongoing relationships with college/university officials like the Fraternity/Sorority Advisor, the chapter/provisional chapter [Regent](#), and the chapter/provisional chapter’s [IHQ coach](#).
- Work with the ABT and the “D” to prepare a budget in advance of each academic term, checking in to verify the status of the budget and financial accounts on a regular basis.
- Support the Recruitment Chairman in planning a year-round recruitment program.
- Meet with Associate Member classes to provide supplemental education or support.
- Ensure the “E” is engaging with alumni, publishing newsletters, and completing forms.
- Verify that members are completing the [Membership Experience Survey](#).
- Attend the Regional Leadership Academy and International Convention, if available.

