



## **ABT ALUMNI RELATIONS ADVISOR DUTIES:**

### **ADVISING AND SUPPORT**

- Directly advise the “E” of the undergraduate chapter and support general chapter administrative operations and procedures.
- Assist the “E” in planning and coordinating alumni events and engagement opportunities, ensuring that they follow the Social Event Planning BRIEF and Delta Chi’s Risk Management Policy.
- Support the “E” in developing regularly communication with alumni through multiple approaches, using the Alumni Engagement BRIEF and Alumni Newsletter BRIEF for guidance and ideas.
- Educate members in the benefits of participating in the Alumni Rededication Ceremony and hosting Alumni Initiations.
- Assist the “E” in maintaining an accurate database of alumni contact information, using the Delta Chi [Mass Member Information Request](#) process as needed.
- Serve as a liaison between the local Alumni Chapter (if applicable) and the undergraduate chapter, engaging the Alumni Chapter members in supporting the events and initiatives of the undergraduate chapter.
- Maintain contact with the Vice Regent and the International Headquarters.

### **ADMINISTRATIVE OVERSIGHT**

- The ABT Alumni Relations Advisor is a suggested position within the establishment of an Alumni Board of Trustees, but is critical to its success and function.
- Work with the chapter to ensure that they are achieving Delta Chi minimum standards.
- Provide guidance to operations as prescribed in Delta Chi Law related to financial powers, academic standards, recall of officers, and membership status or expulsion.
- Complete the Advisor & Volunteer Training onboarding modules in the Learning Management System (accessible via MyDChi).
- If available, attend the January Regional Leadership Academy event or support chapter member attendance and minimum required delegation size.
- Support member completion of the annual Membership Experience Survey.
- Support the submission of the Mid-Year Chapter Operations Assessment and the Chapter Operations Assessment and International Headquarters Awards submissions.