



## **ABT RISK MANAGEMENT ADVISOR DUTIES:**

### **ADVISING AND SUPPORT**

- Directly advise the “F” of the undergraduate chapter and support general chapter administrative operations and procedures and the Fraternity’s Risk Management Policy.
- Directly advise the Social Chair of the undergraduate chapter to plan events that are compliant with all Delta Chi and campus requirements, comply with the Risk Management Policies, and follow the guidelines in the Social Event Planning BRIEF.
- Understand all deadlines and requirements of the chapter, including ensuring that the appropriate officers attend required Risk Management webinars.
- Support the “F” to plan and implement relevant risk management education for all members, including ensuring that the Risk Management Policy is reviewed at the first general body chapter meeting of the Fall term and signatures are submitted.
- Verify that the Risk Management Calculator has been reviewed and submitted for an accurate Risk Management Assessment for the chapter.
- Ensure that the chapter has developed an Emergency Management Plan and is aware of Incident Reporting procedures.
- Support the chapter’s Judicial Board to maintain standards and expectations for member accountability.
- Understand and articulate relevant practices from Delta Chi Law, including member expulsion proceedings.
- Maintain contact with the Vice Regent and the International Headquarters.

### **ADMINISTRATIVE OVERSIGHT**

- The ABT Risk Management 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.