



ABT RECRUITMENT ADVISOR DUTIES:

ADVISING AND SUPPORT

- Directly advise the Recruitment Chair of the undergraduate chapter and support the chapter's year-round recruitment plans.
- Collect the names of potential members from alumni and other stakeholders and ensure they are logged through the Delta Chi [Membership Referral Form](#).
- Assist the Recruitment Chair in the planning and coordination of recruitment training workshops to create a culture of ongoing recruitment.
- Review all publicity, marketing materials, and other items related to increasing the chapter's visibility for recruitment, and ensure it is in good taste and aligns with Delta Chi Brand Standards and Risk Management Policy.
- Support the chapter's use of a [free ChapterBuilder account](#) for database management
- Maintain contact with the Area Counselor and the International Headquarters.

ADMINISTRATIVE OVERSIGHT

- The ABT Recruitment 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).
 - It is also suggested that the ABT Recruitment Advisor become a [Certified Recruiter](#) through Phired Up using the free online course tool, and support and promote that chapter and ABT members also become Certified Recruiters.
- Review the recruitment resources available through the [Phired Up Digital Classroom](#) for Delta Chi advisors.
- 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.