

FROM DELTA CHI LAW:

- The "BB" - Chapter Advisor shall serve from the time of his election or appointment until October 15 of the next succeeding non-convention year or until his successor is elected or appointed. The "BB" - Chapter Advisor will assume the duties upon written oath being received in the Headquarters Office.
- The "BB" - Chapter advisor shall act as an advisor to the chapter. He shall advise the chapter in its relations with fraternities and college authorities and in its scholastic, athletic, and social activities.
- The "BB" - Chapter Advisor is not a member of the Board of Regents or Executive Committee, is not an agent of the Fraternity, and has no authority to act on behalf of or bind the Fraternity.

WHAT DOES THAT ACTUALLY MEAN?

ADVISING AND SUPPORT

- Directly advise the "A" of the undergraduate chapter and support general chapter operations and procedures.
- Attend Executive Board meetings, Chapter General Body meetings, or other committee meetings as appropriate.
- Support the transition of officers and ensure that all officers and chairs understand their respective positions.
- Develop an ongoing, beneficial relationship with the college/university administration (Ex. Fraternity/Sorority Advisor, Dean of Students, etc.)
- Meet with the Associate Member class and support sessions of the *In the Bond: Associate Member Education and Onboarding* program as appropriate.
- Supervise the Associate Member Ceremony and the Initiation Ceremony.
- Maintain contact with the Area Counselor.

ADMINISTRATIVE OVERSIGHT

- Complete and submit the "BB" - Chapter Advisor Oath of Office upon election or appointment.
- Following the submission of the Oath of Office, complete the Advisor & Volunteer Training onboarding modules in the Learning Management System (accessible via MyDChi).
- Help the chapter to prepare budgets in advance for each term (semester/quarter) and conduct regular check-ins to avoid overspending, and regularly review the chapter's financial status with the "D".
- Ensure the Form 990 is filled out and submitted to the IRS annually by the chapter's tax filing deadline.
- 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.