



## Selecting a “BB” - Chapter Advisor

Having a strong advising presence with undergraduate 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 chapters should consider when making this selection. All undergraduate chartered and provisional chapters, to meet minimum standards, are expected to have a “BB” - Chapter Advisor.

### 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 an Area Counselor may not also serve as a “BB” - Chapter Advisor.

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 in a timely manner.
- **Willingness to Learn:** While professional knowledge and experience are important, there is a wide variety of areas of operation within chartered and provisional chapters, 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 candid and back up any criticism with constructive suggestions for improvement.
- **Big Picture:** Undergraduate members can get caught up in the motions of running the chapter and may lose sight of a larger goal or purpose. A “BB” - Chapter Advisor should 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, or has served in the role for an extended period, they can 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 does not devote much time to engaging with alumni, it may be challenging to find volunteers. If you need assistance, work with your chapter “E”.
- **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 provided with a version of the job description and informed of all expectations of them from the chartered/provisional chapter, the college or university, and Delta Chi IHQ.

- **Term of Office:** The “BB” - Chapter Advisor assumes their duties once the signed “BB” Oath of Office is received. They serve 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.
- **Election Protocols:** A “BB” - Chapter Advisor can be elected by a majority vote of the chapter. They must be reported by the “C” via the Chapter Meeting Report, as well as be reported 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 chartered/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 in its relations with the college or university where the chapter exists, as well as in the 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 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, including officer transition retreats.
- Develop ongoing relationships with college/university officials such as the Fraternity/Sorority Advisor.
- 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, and to ensure that the *In the Bond: Associate Member Onboarding and Education* program is being followed.
- Support the Mentor Program Manager in overseeing the Mentor Committee and chapter’s Mentor Program.
- 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.