

TOP FIVE TIPS FOR

honor board advisers (HBA)

Learning the basics of the officer you support?

Check out a few important resources including the Collegiate Chapter Officers Manual (CCOM), officer quick guides and Fraternity Standards for Collegiate Chapters. The CCOM and related quick guides review specific responsibilities for each officer.

Now let's talk about Fraternity Standards. What are they and how do they apply to the officer(s) you support? Performance related to these standards will determine chapter status, support and awards. All officers should be familiar with the Fraternity Standards, what they're responsible for and how they can be used for goal-setting.

The categories that include Standards related to the vp: social standards are: Honor Board, Chapter Culture and Health, Well-Being and Member Safety.

- 1. Honor Board goes digital.** All Honor Board paperwork and processes occur in [Anchorbase](#). The vp: social standards uses the Anchorbase platform to manage all reporting and documentation. As an adviser, you should familiarize yourself with the Anchorbase platform and ensure that the chapter understands how to submit a SOR using this process. The [Honor Board in Anchorbase](#) guide is a great tool to use.
- 2. Excused Status, EAS, transfer, oh my!** Chapter members may approach Honor Board with questions on available member statuses based on their situation. The [Member Status Guide for Chapter Members](#) includes a flow chart of information to help a member determine which status option they want to pursue.
- 3. Let's talk about morale.** Discussing chapter trends or morale is a component of Honor Board meetings that can get put on the back burner. Encourage officers to discuss these topics regularly and remind them that a component of Honor Board's purpose is to help recommend programming based on the trends they see. The [Honor Board Supportive Programming resource](#) helps to connect tangible ideas for what this looks like.
- 4. When the conversations get tough.** Honor Board will deal with a wide variety of topics and discussions. When conversations get tricky, officers often turn to the adviser to help navigate those discussions. The [Honor Board Conversation Guide](#) is a great resource to refer to for how to handle these situations. As an adviser, you could even encourage Honor Board to use this guide to do mock conversation practice to help build confidence in navigating difficult conversations.
- 5. Excused Status and Dues & Fees.** Some types of Excused Status include accommodations to a member's chapter dues and fees. Ensure that the vp: finance is collaborating with Honor Board to understand how granting Excused Status impacts the chapter budget. The [Excused Status Financial Resource](#) reviews what set of fees each type of Excused Status pays.