

## TOP FIVE TIPS FOR

# programming advisers

### 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: programming are: Chapter Culture, Health, Well-Being and Member Safety and Community.

- 1. Programming that makes a difference.** No single chapter is alike. It's important to consider how we can choose relevant programming based on the chapter's needs or goals. Work with your vp: programming to reflect on programming events that will increase participation, increase engagement and increase the value of membership. Not sure what this looks like in your chapter? Ask the members! Using surveys is a great way to keep a pulse of what members are looking to get out of their experience.
- 2. There's a DG Dialogue for that.** DG Dialogue programs are a great way to plug in conversations and engagement on issues or topics that are important to a chapter. When discussing chapter goals and programming, review the [DG Dialogue Program Guide](#) with the chapter officers you work with to find programs that may resonate well with the chapter.
- 3. Let's make a calendar plan.** Calendar planning is an important aspect of the vp: programming's job, but it is a team effort across CMT. The [Calendar Planning Guide](#) outlines all steps that each officer should take to give careful consideration for an effective calendar. If you get questions about requirements or aspects of the calendar, chances are the answer is in this guide.
- 4. Plans change, that's ok!** Does an officer reach out about needing to change something on the calendar? If an Anchored event needs to be changed, the chapter should vote to approve this change. Once the chapter approves, the date should be updated on Anchorbase and any additional calendars the chapter uses. Notify the RCS about this change.
- 5. Program smart, not more.** Sometimes officers have great ideas for events and programming but don't have great attendance if members are frustrated with feeling like the calendar is too full. Encourage officers to use [multi-purpose programming](#) strategies to maximize the number of programming requirements that can be achieved while ensuring that we aren't over-programming chapter members.