



Advisory Team Position Descriptions



Delta Gamma

1873

Advisory Team Position Descriptions

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Collegiate Chapter Advisers

Advisory Team Summary

Chapter advisory team members are responsible for working with chapter officers in specific areas. The main advisory team consists of advisory team chairman (ATC), Honor Board adviser, member education adviser, membership adviser and chapter financial adviser (CFA). As more volunteers are available, additional advisers may sometimes be added to meet the needs of the chapter in areas such as programming, Foundation, communications, new members, etc.

Adviser Position Descriptions

As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to:

- Foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution.
- Support and empower the collegians as they work to achieve the goals that they set for themselves.
- Coach collegians by utilizing a ritual and values-based approach.
- Coach collegiate members to use Fraternity resources, policies and external resources.
- Demonstrate leadership by example of lifetime membership within the Fraternity.

Details for various adviser roles are included in the following pages.

Advisory Team Chairman (ATC)

Position Summary: This position will be a dues-paying alumna serving as the primary representative of the collegiate chapter advisory team. While this role mainly advises the chapter president and the director of committees, the ATC is also responsible for advising any vice presidents and subsequent directors for areas in which there is an adviser vacancy.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- Regional Director (RD)
- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter president
- collegiate chapter officers
- advisory team members
- house corporation board president, as applicable
- local alumnae group officers
- Evaluating Committee (EVC)
 - EVC consists of the president, vp: membership, director of recruitment records, director of primary recruitment, director of continuous recruitment and retention, ATC and membership adviser

Other Interactions:

- campus fraternity/sorority adviser

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity standards, policy, and procedures.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends any required Fraternity and/or Foundation trainings as specified, including but not limited to Anchor Academy/Convention and Adviser Training Academy (ATA), unless otherwise granted a waiver through the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).

- Regularly communicates and meets, either virtually or in person, with chapter officers under her advisement.
- Is required to participate, whether virtually or in person, in:
 - Nominating committee meeting
 - Evaluating Committee (EVC) meeting before primary recruitment
 - Additional Evaluations during primary recruitment
 - EVC during primary recruitment
 - Certain Recruitment Preparation Workshops (RPWs)
 - Primary recruitment rounds (shared coverage with membership adviser or advisory team)
 - Elections (another member of the advisory team can attend in place of the ATC)
 - Formal transition workshop (another member of the advisory team can attend in place of the ATC)
- Is recommended to participate, whether virtually or in person, in:
 - Chapter management team (CMT)/joint chapter management team (JCMT) meetings weekly (another member of the advisory team can attend in place of the ATC)
 - Chapter Bylaws and Standing Rules (BLSR) planning with CMT
 - BLSR vote with chapter
 - Transition meetings for the officers she advises
- In the event of a remote chapter financial adviser, vp: finance transition meeting to change signatures on the bank account: required attendance, in person

Advisory Team

- Reports to the RD.
- Serves as advisory team leader and main adviser contact.
- Recruits volunteers to fill all roles on the advisory team, with a priority on filling the roles of chapter financial adviser (CFA), Honor Board adviser (HBA), membership adviser, and member education adviser.
- Regularly attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Coordinates and leads advisory team meetings at least twice per year using virtual tools or in person gatherings.
- Communicates with members of the advisory team at least once per month, although it is recommended to check in more frequently.

Remote Consideration: This role could be held by a remote volunteer, provided they are able and willing to travel to the chapter for required events as needed or as determined by the regional team/Fraternity Council.

2/2020

Honor Board Adviser (HBA)

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: social standards, as well as any additional directors who fall under her area, unless another adviser is specifically designated for those roles. In the absence of a social events adviser, special events adviser, and/or a social awareness adviser, the HBA would also advise the directors with whom those roles work, provided the chapter officer structure includes those roles.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster a chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- advisory team chairman (ATC)
- collegiate chapter officers; specifically, the vp: social standards and members of Honor Board, and the directors of social events, social awareness, and special events as applicable if no designated adviser for their positions
- social events adviser and special events adviser, as applicable

Other Interactions:

- Other advisory team members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is required to participate, whether virtually or in person, in formal hearings.

- Is recommended to participate, whether virtually or in person, in weekly Honor Board meetings and the transition meetings for the officers she advises.

Advisory Team

- Reports to the ATC.
- Supervises the social events and special events advisers, as applicable based upon the chapter officer structure. When these adviser roles are not filled by another volunteer, the HBA assumes these responsibilities.
- Regularly communicates with her volunteer supervisor and the volunteers whom she supervises.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

Remote Consideration: This role could be held by a remote volunteer.

2/2020

Social Events Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of social events.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster a chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- Honor Board adviser (HBA)
- director of social events
- advisory team members

Other Interactions:

- social events committee
- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of social events.

Advisory Team

- Reports to the HBA.
- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.

- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chairman (ATC).

Remote Consideration: This role could be held by a remote volunteer.

2/2020

Special Events Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of special events.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster a chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- Honor Board adviser (HBA)
- director of special events
- advisory team members

Other Interactions:

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of special events.

Advisory Team

- Reports to the HBA.

- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chairman (ATC).

Remote Consideration: This role could be held by a remote volunteer.

2/2020

Chapter Financial Adviser (CFA)

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: finance and director of funds, as well as any additional directors who fall under her area, unless another adviser is specifically designated for those roles. In the absence of a house management/chapter property adviser, the CFA would also advise the director with whom that role works.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- Regional Finance Specialist (RFS)/New Chapter Finance Coordinator (NCFC)
- advisory team chairman (ATC)
- collegiate chapter officers; specifically, the vp: finance, as well as the director of house management/chapter property and director of funds if no designated advisers for those positions
- house management/chapter property and funds advisers, as applicable

Other Interactions:

- other advisory team members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase and greekbill.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).

- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is required to participate, whether virtually or in person, in:
 - Chapter management team (CMT) budget review meeting
 - Budget vote at chapter meeting
 - vp: finance transition meeting

Advisory Team

- Reports to the ATC.
- Supervises the house management/chapter property and funds adviser. When this adviser role is not filled by another volunteer, the CFA assumes their responsibilities.
- Regularly communicates with her volunteer supervisor and the volunteers whom she supervises.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

Remote Consideration: This role could be held by a remote volunteer, but it is recommended that they travel to the chapter for the vp: finance transition meeting, wherever possible.

2/2020

House Management/Chapter Property Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of house management/chapter property.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- chapter financial adviser (CFA)
- director of house management/chapter property
- advisory team members

Other Interactions:

- chapter operations committee, as applicable
- Regional Finance Specialist (RFS)/New Chapter Finance Coordinator (NCFC)
- collegiate chapter officers and members
- residents of the chapter property, as applicable

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of house management/chapter property.
- Is recommended to participate, whether virtually or in person, in:
 - In-house member meetings

Advisory Team

- Reports to the CFA.
- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chairman (ATC).

Remote Consideration: This role could be held by a remote volunteer, but it is recommended that they travel to the chapter for in-house member meetings, wherever possible.

2/2020

Funds Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of funds.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- chapter financial adviser (CFA)
- director of funds
- advisory team members

Other Interactions:

- chapter operations committee, as applicable
- Regional Finance Specialist (RFS)/New Chapter Finance Coordinator (NCFC)
- collegiate chapter officers and members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase and greekbill.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of funds.

Advisory Team

- Reports to the CFA.
- Regularly communicates with her volunteer supervisor.

- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chairman (ATC).

Remote Consideration: This role could be held by a remote volunteer.

2/2020

Membership Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: membership, as well as any additional directors who fall under her area, unless another adviser is specifically designated for those roles. In the absence of a recruitment records adviser and/or continuous recruitment adviser, the membership adviser would also advise the directors with whom those roles work.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- Regional Collegiate Recruitment Specialist (RCRS)/New Chapter Recruitment Coordinator (NCRC)/Collegiate Recruitment Coordinator (CRC)
- advisory team chairman (ATC)
- collegiate chapter officers; specifically, the vp: membership, director of primary recruitment, and members of the Evaluating Committee (EVC), and the directors of recruitment records and continuous recruitment and retention if no designated adviser for their positions
 - EVC consists of the president, vp: membership, director of recruitment records, director of primary recruitment, director of continuous recruitment and retention, ATC and membership adviser
- recruitment records adviser and continuous recruitment adviser, as applicable
- campus fraternity/sorority adviser and campus Panhellenic
- chapter financial adviser (CFA)

Other Interactions:

- recruitment committee
- song committee, as applicable
- other advisory team members
- collegiate chapter officers and members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.

- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is required to participate in person in:
 - Primary recruitment rounds (shared coverage with ATC or advisory team)
- Is required to participate, whether virtually or in person, in:
 - EVC meeting before primary recruitment
 - EVC during primary recruitment
 - Additional Evaluations during primary recruitment
- Is recommended to participate, whether virtually or in person, in Recruitment Preparation Workshops (RPWs) and transition meetings for the officers she advises.
- Optionally participates, whether in person or virtually, in Continuous Open Bidding (COB) events.

Advisory Team

- Reports to the ATC.
- Supervises the recruitment records and continuous recruitment advisers. When these adviser roles are not filled by another volunteer, the membership adviser assumes these responsibilities.
- Regularly communicates with her volunteer supervisor and the volunteers whom she supervises.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

Remote Consideration: This role could be held by a remote volunteer, but at least one adviser is required to be present for primary recruitment rounds. As such, it is essential that the membership adviser and ATC determine a coverage plan in advance of that program.

2/2020

Recruitment Records Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of recruitment records.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- membership adviser
- director of recruitment records
- advisory team members

Other Interactions:

- Regional Collegiate Recruitment Specialist (RCRS)/New Chapter Recruitment Coordinator (NCRC)/Collegiate Recruitment Coordinator (CRC)
- members of the Evaluating Committee (EVC)
 - This position is not a member of EVC and thus, does not participate in the confidential meetings.
- collegiate chapter officers and members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of recruitment records.

- Is required to participate, whether virtually or in person, in a recruitment preparation meeting with the director of recruitment records.

Advisory Team

- Reports to the membership adviser.
- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chairman (ATC).

Remote Consideration: This role could be held by a remote volunteer.

2/2020

Continuous Recruitment Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of continuous recruitment and retention.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- membership adviser
- director of continuous recruitment and retention
- advisory team members

Other Interactions:

- Regional Collegiate Recruitment Specialist (RCRS)/New Chapter Recruitment Coordinator (NCRC)/Collegiate Recruitment Coordinator (CRC)
- members of the evaluating committee (EVC)
 - This position is not a member of EVC and thus, does not participate in the confidential meetings.
- collegiate chapter officers and members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of continuous recruitment and retention.

- Is recommended to participate in person in continuous recruitment events.

Advisory Team

- Reports to the membership adviser.
- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chairman (ATC).

Remote Consideration: This role could be held by a remote volunteer.

2/2020

Member Education Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: member education, as well as any additional directors who fall under her area, unless another adviser is specifically designated for those roles. In the absence of a new member education adviser, scholarship adviser, and/or rituals adviser, the member education adviser would also advise the directors with whom those roles work, provided the chapter officer structure includes those roles.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- advisory team chairman (ATC)
- collegiate chapter officers; specifically, the vp: member education and the directors of rituals, scholarship, and new members as applicable and if no designated adviser for their positions
- rituals adviser, scholarship adviser, and new member education adviser, as applicable

Other Interactions:

- member education committee, as applicable
- other advisory team members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).

- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is recommended to participate, whether virtually or in person, in new member meetings on a rotating basis with the new member education adviser and in the transition meetings for the officers she advises.

Advisory Team

- Reports to the advisory team chairman (ATC).
- Supervises the rituals, new member education, and scholarship advisers, as applicable based upon the chapter officer structure. When these adviser roles are not filled by another volunteer, the member education adviser assumes these responsibilities.
- Regularly communicates with her volunteer supervisor and the volunteers whom she supervises.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

Remote Consideration: It is not recommended that this role be held by a remote volunteer, as the member education adviser assumes the responsibilities of the new member education and rituals advisers in the event of a vacancy. Both roles require the adviser to be in person at various events and programs.

2/2020

New Member Education Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of new members.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- member education adviser
- director of new members
- advisory team members

Other Interactions:

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is required to participate in person in:
 - Bid Day
 - New member retreat
 - Big/little reveal

- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of new members.
- Is recommended to participate, whether virtually or in person, in:
 - New member meetings (in person preferred)
 - Big/little matching meeting
 - Big sister training

Advisory Team

- Reports to the member education adviser.
- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chairman (ATC).

Remote Consideration: This role could be held by a remote volunteer, provided they are able and willing to travel to the chapter for required events or as determined by the regional team/Fraternity Council.

2/2020

Rituals Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of rituals.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- member education adviser
- director of rituals
- advisory team members

Other Interactions:

- Rituals committee
- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is required to participate in person in:
 - Inspiration/Initiation
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of rituals.
- Is recommended to participate in person in:

- Pi Alpha Ceremony

Advisory Team

- Reports to the member education adviser.
- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chairman (ATC).

Remote Consideration: This role could be held by a remote volunteer, provided they are able and willing to travel to the chapter for required events or as determined by the regional team/Fraternity Council.

2/2020

Scholarship Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of scholarship.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- member education adviser
- director of scholarship
- advisory team members

Other Interactions:

- scholarship committee
- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of scholarship.
- Is recommended to participate in person in scholarship recognition events.

Advisory Team

- Reports to the member education adviser.
- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chairman (ATC).

Remote Consideration: This role could be held by a remote volunteer.

2/2020

Communications Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: communications and director of e-communications, as well as any additional directors who fall under her area, unless another adviser is specifically designated for those roles. In the absence of a chapter archives adviser and/or public relations adviser, the communications adviser would also advise the directors with whom those roles work, provided the chapter officer structure includes those roles.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- advisory team chairman (ATC)
- collegiate chapter officers; specifically, the vp: communications and the directors of e-communications, chapter archives, and public relations as applicable and if no designated adviser for their positions
- chapter archives adviser and public relations adviser, as applicable

Other Interactions:

- communications committee, as applicable
- other advisory team members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).

- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is recommended to participate, whether virtually or in person, in the transition meetings for the officers she advises.

Advisory Team

- Reports to the advisory team chairman (ATC).
- Supervises the chapter archives and public relations advisers, as applicable based upon the chapter officer structure. When these adviser roles are not filled by another volunteer, the communications adviser assumes these responsibilities.
- Regularly communicates with her volunteer supervisor and the volunteers whom she supervises.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

Remote Consideration: This role could be held by a remote volunteer.

2/2020

Public Relations Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of public relations.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- communications adviser
- director of public relations
- advisory team members

Other Interactions:

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of public relations.

Advisory Team

- Reports to the communications adviser.

- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chairman (ATC).

Remote Consideration: This role could be held by a remote volunteer.

2/2020

Chapter Archives Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of chapter archives.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- communications adviser
- director of chapter archives
- advisory team members

Other Interactions:

- archives committee, as applicable
- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of chapter archives.

Advisory Team

- Reports to the communications adviser.
- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chairman (ATC).

Remote Consideration: This role could be held by a remote volunteer.

2/2020

Panhellenic Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: Panhellenic, as well as the director of interfraternal activities and the alternate Panhellenic delegate, provided the chapter officer structure includes those roles.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- Panhellenic support specialist (PSS)
- advisory team chairman (ATC)
- collegiate chapter officers; specifically, the vp: Panhellenic, and the director of interfraternal relations and alternate Panhellenic delegate as applicable

Other Interactions:

- other advisory team members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Is knowledgeable of the policies and principles outlined in the National Panhellenic Conference (NPC) Manual of Information (MOI) and guides officers to follow best practices as outlined.
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.

- Is recommended to participate, whether virtually or in person, in the transition meetings for the officers she advises and College Panhellenic meetings, as necessary.

Advisory Team

- Reports to the ATC.
- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

Remote Consideration: This role could be held by a remote volunteer.

2/2020

Foundation Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: Foundation, as well as the director of service hours, provided the chapter officer structure includes those roles. In the absence of a fundraising adviser and/or lectureship adviser, the Foundation adviser would also advise the directors with whom those roles work, provided the chapter officer structure includes those roles.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- Regional Foundation Coordinator (RFNC)
- advisory team chairman (ATC)
- collegiate chapter officers; specifically, the vp: Foundation and the directors of fundraising, Anchor Splash, service hours, and lectureships as applicable and if no designated adviser for their positions
- fundraising adviser and lectureship adviser, as applicable

Other Interactions:

- Foundation, fundraising, and Anchor Splash/Anchor Games committees, as applicable
- other advisory team members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).

- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is required to participate in person in Lectureship programs, where applicable.
- Is recommended to participate in person in fundraising events and the transition meetings for the officers she advises.
- No participation in service events is required.

Advisory Team

- Reports to the ATC.
- Supervises the fundraising adviser and lectureship adviser, as applicable based upon the chapter officer structure. When this adviser role is not filled by another volunteer, the Foundation adviser assumes these responsibilities.
- Regularly communicates with her volunteer supervisor and the volunteers whom she supervises.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

Remote Consideration: This role could be held by a remote volunteer, but it is recommended that they travel to the chapter for fundraising events, wherever possible.

3/2021

Fundraising Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of fundraising and director of Anchor Splash.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- Foundation adviser
- collegiate chapter officers; specifically, the directors of fundraising and Anchor Splash, as applicable
- advisory team members
- lectureship adviser, as applicable

Other Interactions:

- Foundation, fundraising, and Anchor Splash/Anchor Games committees, as applicable
- other advisory team members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.
- Is recommended to participate in person in fundraising events and in the transition meetings for the officers she advises.

Advisory Team

- Reports to the Foundation adviser.
- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

Remote Consideration: This role could be held by a remote volunteer, but it is recommended that they travel to the chapter for fundraising events, wherever possible.

3/2021

Lectureship Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of Lectureships, and works closely with the vp: Foundation, provided the chapter officer structure includes those roles.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- Foundation adviser
- fundraising adviser, as applicable
- collegiate chapter officers; specifically, the director of Lectureship, chapter president, vp: Finance, and vp: Foundation
- Regional Foundation Coordinator (RFNC)
- advisory team chairman (ATC)

Other Interactions:

- Lectureship, Foundation, and fundraising committees, as applicable advisory team members
- alumnae or university supports that assist as applicable

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors as appropriate.

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.

- Is required to participate in person in Lectureship programs.
- Is recommended to participate in person in fundraising events for Lectureships and the transition meetings for the officers she advises.
- No participation in service events is required.

Advisory Team

- Reports to the Foundation adviser.
- Works with the Foundation adviser (or Fundraising adviser) when fundraisers are for Lectureships, as applicable based upon the chapter officer structure.
- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chairman (ATC).

Remote Consideration: This role could be held by a remote volunteer.

3/2021

Programming Adviser

Position Summary: This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: programming, as well as the directors of senior programming, alumnae relations and DG Dialogues, provided the chapter officer structure includes those roles.

Charge: As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

Key Relationships:

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- advisory team chairman (ATC)
- collegiate chapter officers; specifically, the vp: programming and the directors of senior programming, DG dialogues, and alumnae relations as applicable

Other Interactions:

- programming committee
- alumnae relations committee, as applicable
- other advisory team members

Expectations and Responsibilities:

Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.
- Is recommended to participate, whether virtually or in person, in the transition meetings for the officers she advises

Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under her advisement.

- Is required to participate, whether virtually or in person, in the CMT calendar planning meeting(s).
- Is recommended to participate, whether virtually or in person, in DG Dialogues.

Advisory Team

- Reports to the ATC.
- Regularly communicates with her volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

Remote Consideration: This role could be held by a remote volunteer.

2/2020