

TOP FIVE TIPS FOR

advisory team chairman (ATC)

- 1. So, you are an adviser... now what?** A great place to start is the [advisory team handbook](#). This resource is meant to be an overarching view of adviser roles and also includes a place at the end that lists out resources specific to each adviser position.
- 2. You put the 'team' in advisory team!** As ATC, you are the leader of the entire advisory team for the chapter. It can be helpful to set regular check-ins with your advisory team to see if advisers are enjoying their roles, identify other areas they may be interested in serving and ask for feedback on where they may need additional support.
- 3. Set your communication preferences.** How will you communicate with the chapter officers? How will you communicate with the other advisory team members? Setting these expectations from the beginning is helpful. Maybe you prefer email over text unless something is urgent, or not to expect a response after 9 p.m. Setting boundaries is helpful for yourself and for the volunteers and collegians you work with to know what to expect from you.
- 4. Sharing is caring.** Providing feedback to other volunteers is an important part of serving as the advisory team chairman. People want to know when they are doing a good job. If they don't know, they may not continue doing the good job they are doing! Similarly, if people get off track, they want to know early on rather than too far down the road. Be sure to incorporate positive and constructive feedback with the advisers you work with throughout the term.
- 5. When an officer needs some more guidance.** Each officer position has an associated quick guide, which is an overview of the position's purpose, tasks and relevant resources. When the chapter has a CMT or JCMT officer who is unsure how to dive into their position, these guides are a great launching point. Encourage officers and the advisers who support them to review the document relevant to them by searching "quick guide" on the [Delta Gamma library](#).

