

# **The North/South Chapter of The Delta Chi Fraternity**

## **Parent/Guardian Advisory Board**

(The following are general guidelines which should be modified to fit local situations)

### **SECTION I: OUR MISSION**

As the Parents and Guardians of the undergraduate members of the North/South Chapter of Delta Chi, we will serve as a conduit that will foster and enhance the undergraduate experience by assisting in the development of a healthy and supportive living environment that will ensure all members are given the opportunities for achieving academic excellence and overall well-being.

### **SECTION II: ORGANIZATION OF THE ADVISORY BOARD**

#### **ESTABLISHING ADVISORY POSITIONS**

The “ultimate” Parent/Guardian Advisory Board has enough advisory and officer positions to assist chapter operations without over taxing any one member on the Board. Advisory positions should be established as the Advisory Board and Chapter see fit to best coordinate predetermined needs and abilities. Organization of the Advisory Board should be discussed in detail and its responsibilities well outlined before any formal action takes place.

In organizing the Advisory Board, it must be understood that volunteers need to be treated with care and consideration. It is important to provide Advisory Board members with the opportunity to specialize in areas in which they are interested or most familiar. Allowing these individuals to specialize in their areas of interest not only enables them to devote more time and energy towards those areas, but also allows them to receive more gratification from their work. Having pride in how their time is spent is important to volunteers and this pride is what will motivate them to continue to be involved.

**Determine the Needs of the Chapter** - With this in mind, the first logical step is to determine the needs of the chapter and organize offices and advisory positions around those needs. These positions should be well defined. Appointing or selecting the individuals who are to fill the spots should come next. The Advisory Board should select the people who will work best together to benefit the chapter.

**Advisory Board Positions-** The Advisory Board can be composed of, but is not limited to, the following positions:

President	Secretary
Treasurer	House Mother/Director
Parents' Programming	

In some cases, it will be difficult or even unnecessary to fill all of these Advisory Board offices at first. Until they are filled, the duties of the offices may be distributed among the other Advisory Board members or simply left unassigned, in order to avoid overloading any one Advisory Board member.

In rare instances, there may be more eager parents or guardians than the limited offices listed above. In such a case, additional offices may be created. It is important that any additional positions be established in collaboration with the chapter's needs.

## **OFFICER AND ADVISOR POSITIONS**

The following is a list of suggested positions for the Advisory Board and some of the responsibilities that such positions could assume. They are by no means to be viewed as mandatory expectations of an advisor but are instead ideas that may be utilized if given the right amount of time. Each parent/guardian can only give so much time and effort to the chapter, therefore any assistance that an advisor provides is greatly appreciated.

### **ADVISORY BOARD PRESIDENT**

The Advisory Board president has many of the same responsibilities as the president of any group. However he/she should be cautious so as to not try to do everything. When others are available, he/she should delegate. The Advisory Board should, with the aid of the chapter and the rest of the Advisory Board, recruit more parents/guardians to be on the Advisory Board each year.

The Advisory Board president has the responsibility of keeping the Advisory Board organized. It is important that a mutual agreement is made in relation to the additional responsibilities, if any, that he/she will assume. Below is a list of additional responsibilities.

1. Chair the Advisory Board meetings.
2. Ensure that Advisory Board members are performing their duties and assist when possible.
3. Find replacements to fill vacancies on the Advisory Board when they occur.
5. Promote a healthy working relationship between the Advisory Board and chapter.
6. Be contacted in case of an emergency at the chapter.
7. Ensure that proper recognition is given to deserving individuals.

It has been said, “a good president is measured by the work he gets out of others.” It is important for the Advisory Board president to remember this. His/her job is not to be the Advisory Board, but instead to see that the members are functioning. When the Advisory Board is running well the responsibilities of the president become simple: chair the meetings and work with, organize and motivate the other members.

Recognition and thanks are important to the volunteer. The Advisory Board president is in a good position to recognize Advisory Board members and to commend their efforts. The Chapter also has this responsibility (especially since the Advisory Board president should also be commended).

### **ADVISORY BOARD SECRETARY**

The Secretary of the Advisory Board has the responsibility of maintaining the communication within the Advisory Board and between the Chapter and the Advisory Board. It is worth noting that, in some chapters, the “E” works with the Advisory Board secretary. This makes great sense due to the nature of the “E”’s job and is especially helpful when there is a shortage of support.

The Advisory Board Secretary’s only responsibility is to help the Advisory Board maintain a reasonable level of communication. Below is a list of additional responsibilities that he/she can assume if mutually accepted by both the Chapter and the Advisory Board member.

1. Prepare an Advisory Board phone list.
2. Take the minutes at each meeting.
3. Distribute the minutes, following each meeting, to Advisory Board members and other key individuals.
4. Prepare an agenda, with the Advisory Board president, for each Advisory Board meeting.
5. Send out meeting announcements.
7. Keep the Advisory Board by-laws (if applicable) updated.
8. Continually strengthen the communication lines between the Advisory Board and the chapter

The Advisory Board secretary should prepare a phone list for all Advisory Board members, the chapter, Alumni Board of Trustees, Greek Advisor, Faculty Advisor, etc. The phone list should contain the address, phone number and e-mail for all Advisory Board members and the chapter officers, and any other significant individuals. This will help keep communication healthy among all concerned individuals.

## **ADVISORY BOARD TREASURER**

The importance of this position can vary widely but will most likely be fairly limited. The two areas of focus would be to ensure that sufficient funds are available to offset any out of pocket expenses (postage, phone, etc.) of Board member and possibly an annual gift(s) to the chapter. These would normal be to purchase items for the house which would enhance the living environment but could be for whatever purpose is deemed appropriate.

It is always important that any time money is handled, no matter how much (or how little), that an adequate accounting be kept and reviewed by at least one other person. This is to protect the Treasurer as much as the Advisory Board.

## **SECTION III ADVISORY BOARD MEETINGS**

It is hoped that each parent Advisory Board can meet face-to-face at least twice each year. This can normally be accomplished during such events as Parents' Weekend, Homecoming, Work Week or Founders' Day. One of the big benefits of these meetings is the opportunity for the Board members to interact with each other as well as with the undergraduates and support alumni. Never underestimate the importance of personal relationships as a "tie that binds" and keeps people coming back.

The following is a sample agenda to aid the consistency of meetings.

### **SAMPLE ADVISORY BOARD MEETING AGENDA**

- A. Roll call
- B. Minutes from the last meeting
- C. Reports
  - 1. Advisory Board President
    - a. Update on Advisory Board since last meeting
    - b. Update on communication with the chapter
    - c. Announcement of upcoming Advisory Board meetings
  - 2. Advisory Board Secretary
    - a. Update on Advisory Board communication
    - b. Update on Parents' Club Membership
  - 3. Treasurer
    - a. Update on financial records
  - 4. House Mother/Director
  - 5. Chapter "A"
    - a. Update on the chapter
    - b. "Wish List" of needs for the Board to consider
- D. Old Business
- E. New Business
- F. Miscellaneous and Announcements
- G. Adjournment

### **DO'S FOR ADVISORY BOARD MEETINGS**

1. Send a copy of the meeting minutes to all parents.
2. Hold at least two meetings each year.
3. Hold the meetings in an adequate place to conduct business.
4. See that the chapter is updated on the events that transpire during an Advisory Board meeting.
5. Allow others (brothers, associates, alumni and other interested parties) to attend the Advisory Board meetings.
6. Cancel meetings as needed.
  7. Try to hold the meetings at a relatively consistent day, time and place.