

## **Colony/Chapter Advisory Board**

### **Chapter Advisory Board (CAB)**

**Purpose:** To provide the colony at Kansas State University with a constant source of stability. Whereas a fraternity's membership will have a 100% turnover every 4-5 years, the advisory board will serve as a consistent resource.

**Description:** Each advisor will be asked to meet with his or her counterpart at least twice per month. The purpose of these meetings will be to keep the advisor up to date on the chapter's progress and for the officers to seek advice and suggestions on how to improve the Chapter. Additionally, members of the Chapter Advisory Board will meet at least three times per year to discuss the status of the Chapter. It is encouraged that the Chapter Advisory Board consist of both women and men. Diversity is needed among the areas of knowledge and expertise, to enhance the support that can be given to the Chapter.

**Chair:** Organizes the training of board members, organizes meetings of the CAB, monitors colony's progress on university sponsored events, meets with the colony president, and periodically attends colony and executive board meetings.

**Public/ Community Relations Advisor:** Reviews the community relations, public relations and service programs of the colony, meets with the community relations, public relations, and service chairs of the colony, shares knowledge of local community program resources with the colony.

**Risk Management Advisor:** Reviews and advises the colony's risk management policy each semester, meets with the undergraduate risk manager, reviews all social events for risk management concerns, encourages non-alcoholic programming, and maintains contact with police, fire inspectors, and health inspectors.

**New Member Education Advisor:** Theta Chi has a firm stance against hazing. The New Member education program focuses on team building, leadership development, and promoting a strong academic environment. Someone with a strong background in education, resident advisor training, or human resource management would be an ideal person to fill this position. This advisor will be responsible for meeting with the colony marshal (fraternity educator), and will facilitate brotherhood building activities and other positive programming.

**Scholastic Advisor:** Meets with the undergraduate scholarship chair, helps develop and implement scholarship programming (time management workshops, study tables, test taking skills), assists with the development and maintenance of scholarship requirements for colony members, and reviews and monitors the G.P.A.s of the colony members.

**Community Service Advisor:** One of the cornerstones of Theta Chi is working with others. This advisor will work with the Chapter to suggest new ideas for service learning opportunities and will serve in a checks and balance system to make sure that each member fulfills his obligation to the Chapter's code of conduct by volunteering at least 5 hours per semester

**Recruitment Advisor:** The success of the colony is dependent on attracting quality men. The recruitment advisor must be skilled in marketing and teaching the interpersonal skills that help each member recruit more members. The recruitment advisor will assist with the facilitation of recruitment workshops for colony members at the beginning of each semester, meet with the recruitment chair, know and understands the interfraternity council's recruitment dates and rules, and assist with the transformation to a 365 day-a-year recruitment philosophy and program.

**Ritual, Values, Ethics, and Standards Advisor:** Reviews the ritual of Theta Chi with the colony officers and members before each initiation, assists and facilitates a ritual workshop for new members, meets with the

chaplain, and assists with the implementation and function of the colony standards board. This advisor must be a brother of Theta Chi Fraternity.

***Leadership Advisor:*** Supervises day-to-day advising of the colony officers and members, assists with facilitation of officer transitions and colony retreats, and assists with the development and maintenance of leadership education.

***Financial Advisor:*** Assists the colony treasurer with budget planning and completing reports and assists the colony treasurer with financial standards. This is preferably someone with a strong business background will fill this role. A strong knowledge in financial management is important to be a successful advisor to the colony.

***Alumni Relations Advisor:*** Assists the colony alumni chair with the alumni newsletter, helps the colony to keep track of alumni interest, alumni addresses, and any other programs relating to alumni involvement, and assists the colony alumni chair with alumni events, such as Homecoming, winter meetings, spring alumni weekends, anniversary events, and other special programs.

***Life Skills Advisor:*** Assists colony members with life skills, such as resume writing, interviewing skills, etiquette and manners, graduate school applications, financial planning, insurance matters, community involvement beyond graduation, and fraternity involvement as an alumnus.

