



CHAPTER ADVISORY BOARD PROGRAM

The Chapter Advisory Board (CAB) program is designed to provide a wider base of support for our chapters and undergraduates, to involve more alumni and others in that process, to provide a support base for those involved, and to allow that volunteer experience to be an enjoyable one.

The basic premise of the CAB is that it be an advisory board composed of more than one individual and with each member having stated areas of responsibilities. The CAB should function as a board with periodic board meetings whereby the entire board can meet, discuss, brainstorm and enjoy each other's company in the process.

Please note that some of the job descriptions provided herein include representation of non-Phis (such as parents and/or university/college faculty and employees). There is certainly enough in terms of areas of chapter operations needing guidance in today's world to give many people a position with substantive responsibilities. Meeting and working together as a board allow for camaraderie, ideas, support and division of responsibilities.

OVERVIEW

1. CAB Chairman: Board member who works with chapter president, executive committee, the university, the community, and the General Fraternity; he is also chairman of CAB meetings .
2. Recruitment Adviser
3. Risk Management Adviser
4. Financial Adviser
5. Alumni Relations Adviser
6. Academic Adviser
7. Phikeia Education Adviser
8. Campus Mentor (chosen from university/college faculty or administration)

There are a variety of situations which can impact the design of your CAB such as geographic distribution of alumni, size and age of the chapter, and other factors. Those factors may require modifications of this CAB program for your chapter.

What a CAB Should Be: It should be an enjoyable endeavor. The program is designed to involve a number of volunteers for a variety of reasons: camaraderie through numbers, inter-CAB support through the involvement of several alumni and adults who function as a group, greater number of ideas as a product of a group effort, and a division of responsibilities to minimize the burnout factor.

The important aspects are getting more people involved in working with and advising the various aspects of chapter life and performance, defined areas of responsibility, and tailoring the program so it is workable for your chapter and the CAB members who will be involved.

What a CAB Cannot Be: Expect that ideas and suggestions will not always be followed. That is part of the learning experience for our undergraduate members. Ideas and suggestions are to be provided by the CAB, but the CAB cannot act as the undergraduate executive board or run the chapter.

Special Circumstances: In the event that there is a time where the chapter may stray away from organizational expectations, it is important to loop in all necessary individuals. First, contact your province president to inform him of any situation. You will work with the Province President to determine a plan of action in. This plan of action may include: General Headquarters, the chapter advisory board, and/or university staff. In many cases, the province president will work with the General Council to address larger issues of

policy violation. As a result of addressing any issue, a chapter may be placed on Province President Probation or General Council Probation.

Please be familiar with the following:

- **Phi Delta Theta's Risk Management Policies**
- **Amnesty Program**
- **Alcohol-Free Housing**
- **Crisis Management Plan**

RECRUITMENT

CAB Chairman: The CAB chairman is appointed by the Province President. His appointment by the Province President is consistent with *The Code of Phi Delta Theta* (Sections 54(h) and 131).

Other CAB Members: These are recruited and chosen by the CAB chairman. The CAB chairman is the individual who generally will be best suited to recruit other board members. Sources which can be utilized by them include: the province president; area alumni clubs; alumni lists obtained from General Headquarters; communication from General Headquarters to area alumni soliciting expressions of interest; and advertisements in *The Scroll* and on the official Phi Delta Theta website, www.phideltatheta.org, seeking volunteers. Parents of undergraduates and college/university non-Phis can also fill some of the CAB positions and can be valuable assets. Recent graduates and graduate students may also be able to fill some of the CAB positions.

Notes and Suggestions

If the chapter has a live-in leadership adviser, parent club, or area alumni club it might be advantageous to invite that person to attend portions of selected meetings so they can provide opinions, observations and recommendations.

Please note that adult males, if they have never been initiated into a similar fraternity, can be candidates for initiation into Phi Delta Theta under Section 12 of the *Constitution of Phi Delta Theta*. Some of Phi Delta Theta's greatest volunteer officers have been and are Phis who were initiated later in their adult life.
