



## CHAPTER ADVISORY BOARD CHAIRMAN

### BASIC FUNCTION:

The chairman of the Chapter Advisory Board (CAB) supervises the activities of the other Board members and keeps all parties informed of progress and developments concerning the chapter and General Fraternity. He works with the chapter president and vice president on the advisement of chapter matters and creation and execution of chapter strategic planning.

The chairman also works with the university to maintain relations between the chapter, the General Fraternity, and the fraternity and sorority life professional/dean of students.

### THINGS TO FOCUS ON AS CAB CHAIRMAN:

1. Schedule and preside over monthly meetings with the Chapter Advisory Board. In these meetings it is important to ensure that each CAB member is actively engaged with both the chapter and Phi Delta Theta's resources available to that CAB member.
2. Manage, with the assistance of the province president, the membership of the CAB. A strong, focused, and engaged CAB results in a strong and successful chapter.
3. Meets with the campus fraternity and sorority advisor at least once each semester to discuss the strengths, weaknesses, and opportunities for the chapter and campus community.
4. Work with the president and vice president to encourage that all **Chapter Greatness Checklist** and all Phi Delta Theta **Minimum Standards** are met and reported yearly.
5. Create and review monthly, with the executive committee, the chapter's **strategic plan** for the next three to five years.
6. Work with the president and vice president to schedule and plan for effective **officer transitions** and a **chapter retreat** each semester or as needed.
7. Report, at a minimum quarterly, to the province president on the progress of the chapter. An example of best practice is to send a "five things to know" monthly email to the province president.
8. Promote and incentivize chapter attendance at Phi Delta Theta's regional province retreats.
9. If applicable, engage in a relationship with the Housing Corporation so that both the CAB and House Corporation are working in conjunction to promote the success of the chapter through advisement and facility maintenance and upkeep.
10. Hold the chapter and its members accountable to Phi Delta Theta's values as set out in *The Bond*. Communicate frequently with the chapter leadership and general members on the expectations, policies, and values of Phi Delta Theta.

### VIEW MORE RESOURCES AT:

<https://www.phideltatheta.org/members/resources/volunteer-officers/cab-chairman/>



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