



**PHI DELTA THETA**  
*Become the greatest version of yourself*

## PERFORMANCE GOALS FOR THE CHAPTER ADVISORY BOARD

1. The CAB should function as a board with monthly meetings whereby the entire board can meet, discuss, and brainstorm.\*
2. At least one member of the CAB should attend each chapter meeting. An adviser's guidance and insight are invaluable.\*
3. Attend the initial Phikeias meeting, formal Phikeias ceremonies, meet with and advise the Phikeias as often as possible.\*
4. Attend executive committee meetings at least twice a month. Use this forum to share concerns and recommendations with the officers of the chapter.\*
5. Meet with the campus' fraternity and sorority life staff or the dean of students, on a regular basis and/or when deemed necessary. Here are [six tips to develop an effective relationship](#) with the fraternity and sorority life adviser.\*
6. Meet with the chapter support coordinator during on-site and/or virtual support. Participate in chapter support programming throughout the academic year including on-site/virtual support, regional webinars, and any other opportunities offered.\*
7. It is important to play a role in the business of the chapter's house corporation. An ex-officio member or a consultant to the corporation are two options.
8. Become well educated with [The Code of Phi Delta Theta](#). Membership recruitment, financial requirements, scholarship requirements, Phikeias programming, and other general policies need to be an essential part of the adviser's arsenal.
9. Participating and/or coordinating [chapter retreats](#) is recommended. Ensuring that proper [transition](#) takes place between officers and that the duties and responsibilities of the new officers are clearly understood is strongly recommended.
10. On an information basis, maintain communication/correspondence with the chapter's province president. The chapter advisory board chairman is the primary link between the active membership and province president.
11. Assume a leadership role in all crisis management situations which the chapter may encounter. The chapter advisory board should be familiar with all standard operating procedures of the GHQ crisis management agenda as well as the [Chapter Crisis Management Plan](#).
12. Discuss [Chapter Greatness Checklist](#) items and the [Minimum Standards Policy](#) with the chapter.
13. Complete PDT U Chapter Advisory Board Certification module.

\*Follow institution, local and state guidelines for in-person meetings.

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