



# Faculty Advisor/Chapter Checklist

This checklist is designed to help Faculty Advisors and Chapter Officers determine a clear role for Faculty Advisors in matters pertaining to the Chapter.

The President of each Chapter, in consultation with the Exec Board as appropriate, and the Faculty Advisor should respond to the following items and meet to compare and discuss answers.

For each statement, respond according to the following scale:

1	2	3	4	5
Essential to the Advisor role	Helpful for the Advisor to do	Not required for the Advisor to do	Would prefer the Advisor not do	Absolutely not the Advisor's role

- \_\_\_\_\_ 1. Attend Executive Board meetings.
- \_\_\_\_\_ 2. Attend Chapter Meetings.
- \_\_\_\_\_ 3. Attend Chapter activities and events.
- \_\_\_\_\_ 4. Interject during discussion with relevant information or guidance for decision-making.
- \_\_\_\_\_ 5. Share opinions during Chapter Meetings.
- \_\_\_\_\_ 6. Sign forms as required by the sheltering institution or National Office.
- \_\_\_\_\_ 7. Attend Advisor trainings offered by the sheltering institution or National Office.
- \_\_\_\_\_ 8. Take an active role in strategic planning and goal setting for the group.
- \_\_\_\_\_ 9. Offer ideas for discussion to help the Chapter make progress toward goals.
- \_\_\_\_\_ 10. Approve Chapter expenditures in cooperation with the Treasurer.
- \_\_\_\_\_ 11. Review the Chapter Budget and other financial records kept by the Treasurer at the end of the term.
- \_\_\_\_\_ 12. Receive a copy of all official correspondence.
- \_\_\_\_\_ 13. Keep official files and facilitate transition between Officers.
- \_\_\_\_\_ 14. Advise the group regarding governing documents, including improvements to bylaws and operating policy.
- \_\_\_\_\_ 15. Ensure the proper planning and execution of events that align with Fraternity ideals.
- \_\_\_\_\_ 16. Mediate interpersonal conflicts that arise between Chapter Members.
- \_\_\_\_\_ 17. Plan and facilitate workshops or other trainings for the Chapter.
- \_\_\_\_\_ 18. Meet with Chapter Officers at the beginning of the year to discuss expectations for the Advisor role.
- \_\_\_\_\_ 19. Represent the Chapter in any conflicts with the sheltering institution and its staff.
- \_\_\_\_\_ 20. Be familiar with institution facilities, services, procedures and policy and provide clarification when relevant.