



## COLLEGIATE CHAPTER ADVISORY BOARD (CCAB)

The chapter advising team is one of the most critical aspects of the Fraternity experience. Advisors serve as mentors in fraternal and personal matters. These volunteer roles help members learn, grow and develop their interpersonal skills, leadership style and communication to find their best self. Delta Sigma Phi is striving to have an advisory board in place for each and every chapter. While not a small task, we know the difference a group of advisors can have in the success of a chapter and the impact on individuals. Delta Sigma Phi cannot exist without the committed volunteers who shape the lives of members.

It is important for the team members to develop and maintain strong working relationships with one another so that they can more effectively support the chapter. The collegiate chapter advisory board consists of the following positions:

Chapter Advisor  
Membership Advisor  
Risk Reduction & Education Advisor  
Academic/Faculty Advisor  
Finance Advisor  
Recruitment & Retention Advisor

### Specific Responsibilities of the Chapter Advising Team include:

- ◇ Advise chapter officers on a regular basis, at least once per month face-to-face
- ◇ Communicate weekly with chapter officers
- ◇ Member of the team attends weekly chapter executive board meetings
- ◇ Member of the team attends weekly chapter meetings
- ◇ Help develop plans with undergraduate leadership to meet objectives
- ◇ Work with university officials and Greek Life office to support the chapter
- ◇ Communicate with the Headquarters Staff on the progress of the chapter

### **Resources for the use of all advisors:**

- ◇ Fraternity Manual
  - Found on The LAMP under fraternity resources/governing documents
- ◇ Delta Sigma Phi Bylaws & Constitution
  - Found on The LAMP under fraternity resources/governing documents
- ◇ [The LAMP](#) – the Fraternity’s online learning portal which contains advisor training videos, officer training videos, life skill tutorials, manuals & resources, etc.. Content is added each month.
- ◇ Delta Sigma Phi Ritual book – initiated members should refer to the Ritual book for the execution of Rituals and the use of discussing membership standards.
- ◇ [Pyramid Program](#) – The Fraternity’s chapter accreditation program which is to serve as a roadmap for all chapters. The program outlines the minimum expectations for a chapter.
- ◇ Standards Board Manual
  - Found on The LAMP under fraternity resources
  - Accompanied with additional LAMP videos
- ◇ [Fraternity Policies](#)
- ◇ [Expulsion Guide](#)
- ◇ National Headquarters staff
- ◇ Regional and Deputy Commissioners

## CHAPTER ADVISOR

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Delta Sigma Phi is part of a larger university/college community. As such, members have a responsibility to maintain the standards of the institution they are a part of and promote the Fraternity positively to those within the community. To ensure the longevity and sustainability of Delta Sigma Phi in the community, the chapter must add value to the university experience. The Chapter Advisor helps the chapter make this happen. The Chapter Advisor acts as a liaison between faculty, administration, the CCAB, the ACB, undergraduate members, and the National Fraternity.

The university often provides resources, and the Chapter Advisor plays a role in helping the organization take advantage of them. A heavy emphasis should be placed on the academic and personal well-being of chapter members. The Chapter Advisor shall work with the other volunteers of the CCAB in helping the chapter complete the Fraternity's annual accreditation standards, also known as the [Pyramid Program](#), which serves as the roadmap for the chapter and its operations.

Additionally, the Chapter Advisor will collaborate with other members of the CCAB to help undergraduate officers create a culture of internal accountability through the application of Delta Sigma Phi's Ritual, academics, membership standards, year-round recruitment efforts, and policy education.

### Specific Responsibilities of the Chapter Advisor include:

- ◇ Meet or speak weekly with Chapter President
- ◇ Guide the Chapter President through establishing chapter goals, leading the chapter executive board, internal communication, delegation, and policy education.
- ◇ Serve as a liaison between various constituencies
- ◇ Serve as the leader of the CCAB, helping ensure that expectations are being met
- ◇ Work with Faculty Advisor in helping maintain academic excellence
- ◇ Attend Delta Sigma Phi's biennial convention

Time Commitment: 1-3 hours per week. CCAB will meet quarterly (or more often) to discuss what is happening with the chapter and what specific focus or direction the board needs to provide. Individually, the Chapter Advisor will maintain contact with the chapter officers, ACB (if applicable), National Fraternity Headquarters, and the host institution.

Weekly contact should be maintained with the Chapter President.

## MEMBERSHIP ADVISOR

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One of the purposes of the Fraternity experience is the opportunity for undergraduates to better themselves through leadership development opportunities. The goal of the Membership Advisor

is to help guide the chapter through implementation of the Fraternity's membership education program, foster brotherhood among all members, incorporate national and local leadership training programs, and assist in the professional development of members.

Specific Responsibilities of the Membership Advisor include:

- ◇ Encourage the chapter's engagement and completion of the Fraternity's educational programming including but not limited to:
  - Delta Sigma Phi's New Member Education curriculum
  - GreekLifeEdu
  - The LAMP (the Fraternity's online learning portal)
  - Officer Transition
  - Presidents Academy
  - Bruce J. Loewenberg Summit
  - Better Man Academy
  - Leadership Institute
  - Biennial Convention
- ◇ Help the chapter identify types of educational training programs that will benefit the member
- ◇ Assist the chapter in executing member & chapter wide workshops
- ◇ Advise the VP of Membership Development and New Member Educator

Time Commitment: 3-6 hours per month. CCAB will meet quarterly (or more often) to discuss what is happening with the chapter and what specific focus or direction the board needs to provide. Individually, the Membership Advisor will maintain weekly contact with the chapter officers and assist them as needed.

Weekly contact should be maintained with the Vice President of Membership Development and New Member Educator.

Regular contact should be maintained with the Philanthropy & Brotherhood Chairmen.

## RECRUITMENT & RETENTION ADVISOR

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A viable membership is mission critical for all Delta Sigma Phi chapters. As a membership-based organization, if a chapter is not growing responsibly, it threatens not only the success and future of the chapter, but the organization as a whole. The Recruitment & Retention Advisor is meant to help the chapter plan for future growth, while also collaborating with others to implement strategies to maintain a high retention of all members.

Specific Responsibilities of the Recruitment & Retention Advisor include:

- ◇ Advise the VP of Recruitment and the recruitment committee on goal setting for the chapter's Recruitment program
- ◇ Train and advise the VP of Recruitment and recruitment committee to make sure that each new officer is familiar with the chapter's recruitment program
- ◇ Maintain weekly contact with the chapter's VP of Recruitment
- ◇ Promote year-round recruitment plan and values-based recruitment philosophy
- ◇ Help the recruitment committee develop a values-based recruitment process and membership selection criteria
- ◇ Promote and help the VP of Recruitment develop a strategy for a names list
  - Names list is to be fluid so that potential new members are continuously being identified as candidates for membership, introduced to members, or not meeting the membership criteria
- ◇ Monitor the names list to help the chapter make forward progress
- ◇ Present or help coordinate recruitment programming best practices to the chapter
- ◇ Meet with the recruitment committee on a monthly basis
- ◇ Assist in the development of the semester chapter recruitment retreat
- ◇ Provide comments and insights during the chapter recruitment retreat
- ◇ Collaborate with area and chapter alumni to help drive legacy and recruitment referrals

Time Commitment: 5-10 hours per month. CCAB will meet quarterly (or more often) to discuss what is happening with the chapter and what specific focus or direction the board needs to provide.

Individually, the Recruitment Advisor will maintain weekly contact with the VP of Recruitment and recruitment committee and assist them as needed.

## FACULTY ADVISOR

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Those who join should benefit from membership by bettering themselves. After all, the purpose of Delta Sigma Phi is to challenge each man to achieve a greater good. The Faculty Advisor plays a significant role in creating a fraternity experience that places significant value on individual academic success. The objective of this position is to work with the members to achieve their scholastic potential.

Responsibilities include helping the Vice President and Scholarship Chairman institute a well-developed academic program. The Faculty Advisor supports the officers in implementing its academic requirements, upholding membership standards, fosters individual success, and leverages the college/university's resources. Assist the chapter in the creation and coordination of a guest speakers that promote host institution resources, productive study habits, professional opportunities, and scholarships. enables chapter members to participate in community service projects, philanthropic activities, and other student activities and organizations on campus.

Additionally, provide resources to members on campus opportunities, charitable organizations, and continually promote campus and community leadership as a cornerstone of Delta Sigma Phi.

Specific Responsibilities of the Faculty Advisor include:

- ◇ Help the chapter strive towards a chapter GPA that is above the all-campus GPA
- ◇ Work with Chapter Advisor and undergraduate officers to create and institute a well-written academic program
- ◇ Work with undergraduate officers to enforce academic requirements
- ◇ Assist the Scholarship Chairman in working with the Sargent-at-Arms in upholding membership standards
- ◇ Mentor the undergraduate Vice President of Membership Development

Time Commitment: 1-3 hours per week. CCAB will meet quarterly (or more often) to discuss what is happening with the chapter and what specific focus or direction the board needs to provide.

Individually, the Faculty Advisor will maintain regular contact with the chapter officers, National Fraternity Headquarters, and the host institution.

## RISK REDUCTION & EDUCATION ADVISOR

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The Fraternity expects its members to contribute positively at all times to the chapter, campus and community thus ensuring the Fraternity is a value to those around us. This is achieved by each member living Delta Sigma Phi's values.

Delta Sigma Phi promotes the healthy lifestyles of its members. It is our responsibility as those interested in seeing the Fraternity thrive to make sure our members and their acquaintances remain safe. Delta Sigma Phi has articulated a clear vision for these expectations in the Code of Conduct. This document emphasizes the standards that each brother in Delta Sigma Phi must uphold on a daily basis. The Policy on Responsibility and Accountability outlines the guidelines that chapters and new chapters in Delta Sigma Phi must follow at all times.

The Risk Reduction and Education Advisor's primary responsibility is to educate members on Delta Sigma Phi's Code of Conduct and Policy on Responsibility and Accountability. Another important role of the advisor is to help the chapter develop a culture of internal accountability. The Advisor is to work with the Sergeant-At-Arms in leading the use of the Chapter's Standards Board. That board is responsible for collaborating with various officers with the goal of helping members uphold the standards of membership – academic, conduct, finance, and engagement.

Specific Responsibilities of the Risk Reduction & Education Advisor include:

- ◇ Educate the chapter on the Fraternity's Code of Conduct
- ◇ Educate members on the Policy on Responsibility and Accountability and all other Fraternity policies
- ◇ Work with the National Fraternity Headquarters, volunteers, and host institution to provide the chapter with social event best practices
- ◇ Work with the chapter to conduct at least one educational session per term, including a focus on an alcohol-free social program
- ◇ Mentor the Sergeant-at-Arms and Social Chair

Time Commitment: 5-10 hours per month. CCAB will meet quarterly (or more often) to discuss what is happening with the chapter and what specific focus or direction the board needs to provide.

Individually, the advisor will maintain weekly contact with the chapter officers, National Fraternity Headquarters, and the host institution.

## FINANCE ADVISOR

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The Financial Advisor focuses on the development and maintenance of a sound financial treasury for the chapter. This advisor works directly with the chapter's treasurer and finance committee.

- ◇ Meet with the Treasurer at the beginning of each semester and during the summer to review expectations of the position and set the chapter's budget.
- ◇ Support the chapter's offerings designed to assist the chapter in developing its budget, billing and collecting membership dues, and filing necessary annual tax form(s). Also, identify an entity that can perform an annual audit of the chapter's finances.
- ◇ Coach the Treasurer in developing a culture of financial transparency – regularly reporting out to the chapter bills paid, cash flow, upcoming payments, and collection of dues.
- ◇ Alongside the Treasurer and finance committee, assist in the development of the chapter budget each term to identify dues structure, revenues, and expenses.
- ◇ Work with Treasurer to use either Legacy Financial or OmegaFi financial platform.
  - The chapter is required to use one of those two systems, unless they have an exemption from National Headquarters.
- ◇ Share budget details to inform all members of their financial obligations, deadlines for the upcoming term, and to help members understand how the chapter spends its money.
- ◇ If applicable, work with Alumni Corporation Board to annually update any housing contracts and deliver them to members and parents, and are signed no less than six months in advance of the contract's start date.
- ◇ Advise that the Treasurer is submitting all payments and forms to the National Fraternity
- ◇ Review chapter documents each semester to confirm that they accurately lay out financial obligations, due dates and penalties for delinquency.
- ◇ Work with the Treasurer to establish a process that frequently shares member account receivables in order to create a culture of financial accountability.
- ◇ Complete all annual tax forms on time in order to maintain the chapter's tax status as a non-profit organization.
  - Failure to file timely for three consecutive years will result in the chapter losing its tax status.
- ◇ Support the Treasurer in working with the Sergeant-At-Arms for member accountability.
  - Members who do not meet their financial obligations shall meet with the Standards Board to determine appropriate next steps-payment plan, financial suspension, or expulsion.
- ◇ Help develop chapter fundraising ideas that can bring in additional revenue for the chapter's budget.



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