

CHAPTER ADVISOR

Component

Chapter has at least one (1) advisor (an alumnus or non-member) who meets with the executive board once (1x) or more each month of the academic year **AND** who attends at least one (1) chapter meeting each academic term.

Documentation

1. [Chapter Advisor Form](#), signed by the Chapter Advisor(s), indicating that the criteria is met and any additional details about the dates or regularity of such advising interactions

About This Component

Successful chapters maintain success through officer transitions better when a Chapter Advisor or multiple Chapter Advisors are regularly engaged with the chapter and its leadership. This component does not require that one advisor attend monthly meetings, but that an advisor attend at least one meeting per month with the executive board and one per semester with the chapter.

Best Practices

- If your chapter has a full Collegiate Chapter Advisory Board (CCAB) or multiple advisors, offer the opportunity for advisors to take turns attending chapter and executive board meetings.
- Conduct meetings as usual while advisors are present. Ask for feedback and commentary after major sections of a meeting and prior to votes within a meeting.
- Send your advisors minutes and notes from meetings so that they are aware of conversations and decisions happening in their absence. Having this background knowledge will be in the benefit of advising and time during meetings.