

## **ROLE OF THE GRAND CHAPTER ADVISOR**

### **OVERVIEW:**

The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The advisor should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another advisor, officer, board or committee.

Should you have any questions about the role of this advisor, please contact Fraternity Staff.

For additional resources, please visit [alphasigmaphi.org](http://alphasigmaphi.org).

### **RESPONSIBILITIES:**

- Directly advises the Chapter President on organization, chapter planning, goals, etc.
- Builds and maintains a Chapter Council that actively communicates with the Grand Chapter Advisor and their corresponding undergraduate officers
- Holds monthly meetings with the Chapter Council to discuss their interactions and how each Chapter Council member is executing their roles and responsibilities
- Holds a monthly phone call with their Alumni Engagement Staff Liaison
- Communicates at least twice a month with the Chapter President
- Attends at least one chapter meeting a month
- Attends, or has members of the Chapter Council attend, a chapter event a combination of 12 different times throughout the school year
- Communicates with the College/University Fraternity and Sorority Life Advisor once a semester to ensure the chapter is meeting all College/University expectations
- Ensures that the chapter meets all December 6th and April 15th deadlines