



CHAPTER ADVISOR PERFORMANCE EXPECTATIONS & BEST PRACTICES

ROLE OF THE CHAPTER ADVISOR

Pi Kappa Phi Fraternity is a values-based membership development organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, commitment to service, lifelong friendship, and social experiences. The Chapter Advisor partners with officers and key committee chairmen, headquarters staff members, other volunteers, and university staff members to help the chapter make intelligent, fair, and reasonable choices within the boundaries established by state, federal, and local laws, as well as Pi Kappa Phi's standards of conduct and the applicable policies of the university. Chapter Advisors also provide students members with the appropriate amount of challenge and support to make decisions that advance the mission of both the chapter and the national organization. Chapter Advisors are appointed by the National Council in accordance with Supreme Law.

PERFORMANCE EXPECTATIONS

Chapter Advisors will proactively work to:

Understand the National Fraternity, Chapter, & Institution

- Review *The Gold Book*, the Pi Kappa Phi Fraternity Risk Management Policy, and other resources upon appointment.
- Attend a Chapter Advisor Symposium within one (1) year of appointment.
- Meet with the fraternity/sorority life advisor at least once per term.
- Meet with the Leadership Consultant at least once per term.
- Recruit and train a Scholarship Advisor and Financial Advisor.
- Sign all initiation cards before submission to the National Headquarters.
- *Participate in ongoing training and education opportunities, including Chapter Advisor Convocation and semesterly Chapter Advisor conference calls.*
- *Maintain a Council of Advisors with at least five (5) members.*

Maintain Core Values & Model Appropriate Behavior

- Abide by the Fraternity's Constitution and Supreme Laws.
- Abide by the Pi Kappa Phi Fraternity Risk Management Policy.
- Refrain from purchasing for or providing alcohol to student members.
- Refrain from facilitating the consumption of alcohol by student members.
- Disclose any conflict of interest¹ to the Assistant Executive Director of Chapter Development.
- Refrain from using illegal drugs or other controlled substances.
- Refrain from engaging in romantic and/or sexual relationships with student members.
- Refrain from engaging in romantic and/or sexual relationships with Fraternity staff members with whom they have a volunteer-staff relationship.

¹ A conflict of interest arises when a volunteer may benefit financially from a decision that s/he could make or influence in his/her position, including indirect benefits to family members of businesses with which the volunteer is closely associated.

- *Limit the consumption of alcohol in the presence of student members to no more than one drink per hour and three drinks in one sitting.*
- *Attend the chapter's Pre-Initiation ceremony and Ritual of Initiation (if a member) each term.*
- *Support the Pi Kappa Phi Foundation annually.*
- *Support The Ability Experience annually.*

Build Rapport

- Ensure an advisor is present for at least two (2) Executive Council meetings each month.
- Ensure an advisor is present for at least two (2) chapter meetings each month.
- Host meetings (in-person or via conference call) with the Council of Advisors at least once every-other-month to provide relevant updates on the chapter and/or National Fraternity.
- *Participate in the associate member education program.*
- *Attend chapter events as appropriate throughout the semester (e.g. Ability Experience events, Founders' Day activities, etc.).*
- *Ensure an advisor is present at each Executive Council meeting and chapter meeting.*

Demonstrate Effective Communication & Listening Skills

- Maintain a current e-mail address and phone number with the National Headquarters.
- Communicate with the Archon and other officers (as needed) at least once per week.
- Ensure all members of the Council of Advisors are in communication with the officer or key committee chairman they advise at least once every two weeks.
- Notify the National Headquarters, Archon, and members of the Council of Advisors of any extended periods of absence or availability.
- *Communicate with the Regional Governor at least once every-other-month regarding the chapter's alumni engagement activities.*

Demonstrate Coaching Skills & Provide Feedback

- Ensure the chapter submits all administrative items and fees to the National Headquarters by the stated deadlines, including the IRS 990, chapter budget, and associate member education plan. See the "Year in the Life of a Pi Kappa Phi Chapter" document for more information.
- Ensure the chapter submits all Ability Experience fundraising by the stated deadlines.
- Ensure all associate members complete Part 1 of GreekLifeEdu prior to initiation by working with the Warden to track completion throughout the semester.
- *Ensure the chapter utilizes the Officer Transition Plan available on pikapp.org.*
- *Ensure the chapter produces a calendar of events each term.*

Inspire a Shared Vision

- Ensure the Executive Council reviews the Leadership Consultant Visit Guide prior to the consultant's visit each term and follow-up appropriately following their visit based on the Consultant Summary Report.
- *Attend the chapter's annual Recruitment Workshop and Strategic Planning Workshop.*
- *Assist the chapter in successfully implementing the written strategic plan.*

Indicates a best practice, not an expectation.