

TOP FIVE TIPS FOR

advisory team chair (ATC)

Learning the basics of the officer you support?

Check out a few important resources including the Collegiate Chapter Officers Manual (CCOM), officer quick guides and Fraternity Standards for Collegiate Chapters. The CCOM and related quick guides review specific responsibilities for each officer.

- 1. So, you are an adviser... now what?** A great place to start is the [advisory team handbook](#). This resource is meant to be an overarching view of adviser roles and also includes a place at the end that lists out resources specific to each adviser position.
- 2. You put the 'team' in advisory team!** As ATC, you are the leader of the entire advisory team for the chapter. It can be helpful to set regular check-ins with your advisory team to see if advisers are enjoying their roles, identify other areas they may be interested in serving and ask for feedback on where they may need additional support.
- 3. Set your communication preferences.** How will you communicate with the chapter officers? How will you communicate with the other advisory team members? Setting these expectations from the beginning is helpful. Maybe you prefer email over text unless something is urgent, or not to expect a response after 9 p.m. Setting boundaries is helpful for yourself and for the volunteers and collegians you work with to know what to expect from you.
- 4. Sharing is caring.** Providing feedback to other volunteers is an important part of serving as the advisory team chairman. People want to know when they are doing a good job. If they don't know, they may not continue doing the good job they are doing! Similarly, if people get off track, they want to know early on rather than too far down the road. Be sure to incorporate positive and constructive feedback with the advisers you work with throughout the term.
- 5. When an officer needs some more guidance.** Each officer position has an associated quick guide, which is an overview of the position's purpose, tasks and relevant resources. When a CMT or JCMT officer is unsure how to dive into their position, these guides are a great starting point. Encourage officers and the advisers who support them to review the document relevant to them by searching "quick guide" in the [Delta Gamma library](#). Additionally, each officer is responsible for some of the Fraternity Standards for Collegiate Chapters, with the chapter president ensuring officers are aware of this and leading conversations with CMT about meeting the Standards. If officers are unsure of what the Standards are and how they relate to their roles, please direct them to the Fraternity Standards for Collegiate Chapters by searching in the library.