



CONTRACTED CHAPTER ADVISOR ROLE

Independent Contract Terms: 10 months (August 1 – May 31).

Hours: Approximately 10 hours/month + Positional Training

Compensation: \$400/month (approximately \$40/hour)

Variable Compensation: Paid annually at the end of June – must remain as independent contractor through May 31 to receive variable compensation.

Variable compensation plan:

- New Initiated Members (Participate in Scenes 1-4) – Increases by 4+ per year from previous two year average - **\$200 bonus**
- Chapter Reports Initiation Scene dates for the fall and spring by August 15th and January 15th, respectively. Also, all new members are reported on Vault before Scenes 1&2 each semester - **\$200 bonus**
- Chapter Accountability – Chapter has 90% of members on the Vault Roster complete Tightrope or Responsible Sig within one month of the start of the Fall Academic Term. Chapter is in good standing with the College/University and International Fraternity with no health and safety violations. Additionally, the Chapter has a Standards Board that has been trained by either Fraternity Staff, College/University staff, or member of the Chapter Council - **\$200 bonus**
- Chapter Council Engagement – Chapter Council Meetings – 4 meetings/conference calls/virtual meetings are held (August/September; November/December; January/February and March/April) with at least 50% of the Chapter Council in attendance. Must have at least 6 members on council, including CCA, to be applicable. Every Council member must attend at least one Chapter Council meeting - **\$400 bonus**
- Chapter Finances – Chapter makes all required payments by the deadlines - **\$250 bonus**
- Chapter Finances – Chapter has a zero-balance (no past due debt/outstanding invoices/summer program fees) by June 15 - **\$250 bonus**
- Program Attendance – Chapter attends all officer training in full. Chapter purchases and pays for a ticket package (by the stated deadline) and attends Summer Program in its entirety. - **\$250 bonus**
- Annual Report for Accreditation – Chapter Annual Report for Accreditation score increased by at least 10 percent, or the chapter won at least a Silver Cup (not applicable for provisional chapters) - **\$250 bonus**

MONTHLY RESPONSIBILITIES

Regular (10 hours)

- Weekly Meeting with Chapter President (Face to Face – in person/virtually) – **4 hours/month**
- Monthly Prudential Board Meeting (Face to Face – in person/virtually) – **1 hour/month**
- Monthly Chapter Meeting (Face to Face – in person/virtually) – **1 hour/month**
- Chapter Council Communication (Chapter Council Meetings/Emails/Check-ins/Etc.) – **1 hour/month**
- Meeting with Fraternity Staff – **1 hour/month** (bi-weekly)
- Weekly Administrative Reports (5:15 report – should take no more than 15 minutes and be submitted by 5:15 each Monday) – **1 hour/month**
- Attend event outside of chapter meeting (brotherhood, service project, philanthropic event, meal at chapter house, intramural event, etc.) – **1 hour/month**
- Attend Monthly Roundtable hosted for all Contracted Chapter Advisors – **1 hour/month**

Variable (Depending on Month – approx. 1 hour/month)

- Host Officer Transitions after elections
- Meet with the Fraternity and Sorority Life Advisor - once/term
- August/September – Fall Goal Setting/Fall Calendar/Fall Recruitment Plan/Fall Budget/Fall Health & Safety Programming
- October – Attend New Member Meeting
- November – Chapter Planning Retreat
- December – Spring Calendar Planning/Spring Budget Planning/Spring Recruitment Plan
- January/February – Annual Report for Accreditation Prep/Grand Chapter Ticket Packages
- March – Summer/Fall Recruitment Planning/Attend New Member Meeting
- April – Fall Calendar Planning/Fall Budget Planning