

## **NEWLY-APPOINTED GRAND CHAPTER ADVISOR CHECKLIST**

### **AFTER APPOINTMENT:**

- Connect with the Chapter President
  - Get an overview of the chapter
  - Review goals that the President and chapter have set
- Attend a chapter meeting to introduce yourself as the GCA
- Meet with Fraternity & Sorority Life Advisor on campus

### **CHAPTER COUNCIL:**

- Meet the current Chapter Council members. The following positions are required on the Chapter Council:
  - Member Retention Advisor
  - Growth Advisor
  - Financial Advisor
  - Standards Advisor
  - Ritual & Traditions Advisor
- Reach out to current Chapter Council members to gauge interest in continuing their roles
- If you have new members to your Chapter Council, connect them with their undergraduate officer
- Host a Chapter Council meeting

### **GENERAL REQUIREMENTS:**

- Speaks with the Chapter President at least bi-weekly
- Attends Chapter Meetings monthly
- Attends chapter events
- Connects with the Alumni Engagement Staff Liaison at least monthly