

## **ROLE OF THE COMMUNICATIONS 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 responsibilities, provided those responsibilities aren't assumed by another advisor position.

Should you have any questions about the role of this advisor position, please contact your Chapter Advisor or a member of Fraternity Staff.

### **RESPONSIBILITIES**

- Work directly with the Vice President of Communications (VPC) and have structured monthly 1:1s coaching and supporting this officer.
- Coaches the VPC on effective use of social media for members and ensures all members are aware of social media policies.
- Confirm that the VPC updates all new officers following elections and confirm all graduating seniors are moved to alumni status by April 15th.
- Confirm the VPC maintains the roster book, constitution & bylaws, records and distributes meeting minutes within 48 hours of a meeting and maintains the chapter calendar and chapter point system.
- Participated in all Chapter Council meetings, as scheduled by the Chapter Advisor.