

**ALPHA GAMMA RHO FRATERNITY
THE ADVISER
SUGGESTED JOB DESCRIPTION**

BASIC FUNCTIONS

The Chapter Adviser provides guidance to the Noble Ruler, Vice Noble Rulers and undergraduate Chapter. He is encouraged to meet weekly with the Noble Ruler and the Housemother. He is encouraged to enforce all Alpha Gamma Rho policies. He is encouraged to maintain contact with university officials, Alumni Board, Home Office and the Housemother. He is encouraged to meet with all prospective members.

A. DUTIES AND RESPONSIBILITIES OF THE ADVISER

1. Executive Council Meetings (Review Duties with Chapter Officers)
2. Chapter Meetings
3. Attendance at Leadership Seminar & National Convention
4. Counsel to Students
5. Chapter Functions
6. Housemother
7. Conferences with Noble Ruler
8. Alumni Board Meetings
9. New Member Education Meetings
10. Chapter Retreats
11. Fraternity Advisers' Council
12. Attend Adviser Forum at the Home Office

B. REVIEW OF CONSTITUTION AND POLICIES

1. Purpose
2. Principles and Policy
3. Objects
4. Reinstatement, Expulsion and Resignation
5. Eligibility – Scholarship as well as Professional
6. Letter of Intent Signing (Read the Back)
7. Drugs and Alcohol
8. Standards for Chapter Officers
9. Hazing and Liability
10. Probation

C. CHAPTER VISITS BY HOME OFFICE STAFF

1. Function of Visit
2. Pre-Planning for Visit
3. Lists of Questions/Itinerary
4. Now Ask the Questions
5. Review of Visit/Six-Month Follow-up

D. COMMUNICATIONS WITH REGIONAL VICE PRESIDENT

1. Written Communications, Calls
2. Visits, Special Events
3. Help with Seminars

E. COMMUNICATIONS WITH LOCAL ALUMNI

1. Use as Consultants
2. Informal Contacts (i.e. – Evening Meals, Luncheon Meetings, Cocktail or Lawn Parties and Telephone Calls)
3. Involve Particular Alumni with Specific Problems
4. Alumni Dues Solicitations

F. BUDGET

1. Construction
2. Monthly Review
3. Adjustments
4. Help with Accounts Receivable

G. PUBLICATIONS

1. Crescents and Newsletters
 - a. Number per Year (3-4)
 - b. Schedule Dates of Year's Publications/Coordinate with Special Functions
 - c. Planning for Each Issue
 - d. Content
 - e. Quality, Appearance & Readability
2. Directories
 - a. When is the Next One Due? / Biennially
 - b. List of AGRs Who Should Receive Directory (Area and Chapter Alumni)
 - c. Services Provided by Home Office
Continuous Address Updating

H. ALCOHOL

1. AGR's Risk Management Policy
2. Party Policies
 - a. Monitors
 - b. Closed Parties Only
 - c. Alternative "Non-Alcoholic" Beverages & Food Provided
 - d. No Charges – i.e. Cover Charge or Passing the Hat
 - e. Check I.D.s – Serve Only Brothers and Guests Who Are 21 or Over
 - f. Limit Hours of Parties
 - g. Hold "Dry" Social Functions
3. Who is Liable?
4. Dry Rush
5. Alcohol Awareness Program – Guest Speakers

ROLE/APPROACH OF ADVISER

- CEO - Chief Executive Officer
- Chairman of Board
 - In Charge of Vision
 - Mentor
 - Facilitator
 - Doesn't Mess with Day-to-Day Operations

ROLE OF NOBLE RULER

- COO - Chief Operating Officer
- Day-to-Day Operations of Chapter
 - Gets Others to Do Work
 - Guides and Directs

CHALLENGES FOR ADVISERS

- New Noble Ruler Each Year
- Elected Officers
- Limited Experience
- You Serve at Their Pleasure
- Must Have Support of Alumni Board
- Time
- Alumni Corporation Involvement

*Must communicate to Chapters and Alumni Boards, the Adviser's role

Primary Roles of an AGR Adviser

- **Facilitator:** The Adviser, as a facilitator, encourages and directs a positive flow of communication between individuals leading to the identification of issues, creative options, and decisions that move the chapter to fulfillment of its objectives.
- **Mentor:** The Adviser, as a mentor, is a role model who advises, supports, encourages, challenges and provides ongoing feedback and friendship that will make positive contributions to the members' personal and professional growth plan.
- **Provider of Continuity:** The Adviser, as a provider of continuity, relays information and knowledge gained from the experiences of undergraduates, alumni, university, and community necessary to perpetuate chapter growth and improvement.
- **Visionary:** The Adviser, as a visionary, anticipates the culture and future needs of the Fraternity, and assists in defining, communicating, revising, and implementing the shared vision.
- **Leader:** The Adviser, as a leader, possesses vision, dedication, strength, integrity, and interpersonal skills to direct the Fraternity through a participative decision making process to achieve goals consistent with the Purpose of Alpha Gamma Rho that maximizes the potential of the Fraternity and each member.
- **Advocate:** The Adviser, as an advocate, will support and promote Alpha Gamma Rho's values, purposes and goals to alumni, campus staff, students, and the community.