



BUILT TO LEAD

Board of Chapter Advisors (BCA) **Built to Lead Guide**

This guide outlines the responsibilities and provide suggestions for the BCA Built to Lead role. This position focuses on continual training and education on member development and the Built to Lead program with undergraduate chairmen and. This role also works closely with other members of the BCA, particularly the advisors overseeing Recruitment, Risk Management and Foundation of Courage/Level 1. The below responsibilities identify best practices to work efficiently with the undergraduate members and fellow graduate advisors. *This position can be served either remotely or in-person.*

BCA Built to Lead Advisor Responsibilities

Undergraduate Chapter Support:

- Attend Built to Lead undergraduate experiences.
- Help the Built to Lead Chair understand and follow Built to Lead.
- Familiarize yourself with the host institution's accreditation, awards and/or programming standards.
- Familiarize yourself with the Fraternity's and host institution's rules/policies regarding hazing and member misconduct.
- Review the member education (Built to Lead) resources found on the website with the chapter's Built to Lead Chair/team.
- Assist the Built to Lead Chairman with developing a calendar of events. Regularly check on member education progress for all levels.
- Conduct a training annually with newly elected chairmen.

Communication & Advisor Support Network:

- Maintain constant communication with key undergraduate chairmen, Purple Legionnaire and fellow board members.
 - We suggest trying to meet face to face, whether in-person or virtual.
 - Monthly communication is required at minimum.
 - The suggested undergraduates include new members, new member educators, risk management chairman and chapter leadership.
- Maintain availability for respective chairman to allow constant communication.
- Work with existing BCA Foundation of Courage/New Member Education and Risk Management advisors to review documents and conduct appropriate trainings.

- Attend BCA meetings and share progress report of check-ins with undergraduate counterpart(s).
- Recruit fellow members of the BCA to attend new member education meetings.

This BCA member may potentially advise the following chairmen:

- *Built to Lead Chair*
- *Foundations of Courage Chair*
- *Brotherhood Chair*