

# MAINTAINING & BUILDING RELATIONSHIPS WITH KEY ADVISORS

This resource is meant to assist chapters/colonies that are striving to either build and/or maintain relationships with their graduate advisors, which include: Purple Legionnaire (PL), Board of Chapter Advisors (BCA), Scholarship/Faculty Advisor, and/or Housing Corporation (HC). Below are useful tips and guides to help build and maintain working relationships with graduate advisors for chapters/colonies:

*\*Note that not every relationship with key advisors will look the same. Relationships are built as partnerships; individual effort and outreach will dictate relationship results.\**

## Purple Legionnaire (PL)

- Maintain updated contact information.
  - Exchange and share phone numbers and emails.
  - Provide timely updates if there are any changes in contact information.
- Communicate on a consistent basis.
  - It is suggested to maintain communication on a weekly basis.
  - Set up biweekly face-to-face meetings. These can be in person or via a video conferencing platform.
  - Encourage your PL to maintain constant availability via text/email.
  - Seek advice/guidance when issues/concerns present themselves.
- Set clear and concise expectations to maintain a healthy, working relationship.
  - Write them down and have them somewhere to reference when needed.
  - Commit to reciprocating communication – not letting messages or questions go unanswered.
  - Ensure every brother on cabinet and the PL has a copy of expectations.
  - Update when/as needed. (*Ex: After every election/transition, when a new PL is appointed, etc.*)
- Invite to all major chapter events.
  - Chapter/colony meetings - it is suggested that the PL attend meetings on at least a monthly basis.
  - Ritual meetings
  - Initiations - either the PL or a BCA member should attend all Initiation ceremonies.
  - Philanthropy/Service projects
  - Recruitment events - showcase how Phi Gamma Delta is “Not for College Days Alone.”
- Seek guidance on issues/concerns pertaining to the chapter/colony.
  - Utilize as mediator when there is internal conflict that needs resolving.
  - Get opinions/insights/advice on issues.
  - Work to seek guidance that can help the brotherhood grow.

## Board of Chapter Advisors (BCA)

- Maintain updated contact information.
  - Be sure to share undergraduate chairman information with advisors, particularly corresponding BCA advisor.
  - Exchange and share phone numbers and emails.
  - Provide timely updates if there are any changes in contact information.

- Each undergraduate chairman should communicate with specific BCA members on a consistent basis.
  - It is encouraged to have biweekly communication at minimum.
- Create consistent schedule for BCA Meetings and ensure there is undergraduate representation.
  - It is suggested to create a monthly meeting schedule.
  - Be prepared to provide an update on undergraduate chapter performance and success.
  - Take notes of discussions and present to chapter at next meeting.
  - Chapter President should be present, at minimum.
- Set clear/concise expectations to create an open working relationship.
  - Discuss what your expectation is of the BCA and listen to the BCA's expectations of the chapter/colony.
  - Write down expectations and have them somewhere to reference when needed.
  - Commit to reciprocating communication – not letting messages or questions go unanswered.
  - Ensure every brother in a leadership position/BCA position has a copy.
  - Update expectations when needed. (*Ex: new appointment of BCA member, cabinet/chairman transitions.*)
- Invite to all major chapter/colony events.
  - Chapter/colony meetings
  - Ritual Meetings
  - Initiations - either the PL or a BCA member should attend all Initiation ceremonies.
  - Chapter hosted events, including philanthropies and recruitment. (*Encourage all BCA members to attend recruitment events to further showcase our “Not for College Days Alone” motto.*)
- Utilize the BCA when issues pertaining to their area are presented.
  - Each BCA Member oversees a chairman position. (*Seek their opinion/advice on specific issues.*)
  - Reach out in a timely manner when issues/concerns are presented.

## House Corporation (HC)

- Maintain an updated contact list and contact information.
  - Chapter leadership/House Manager should exchange phone numbers, emails, etc.
- Communicate with HC Members on a consistent basis.
  - It is suggested that chapter leadership (including house manager) are communicating monthly at minimum.
- Have consistency with HC Meetings and ensure undergraduate representation.
  - It is suggested to have monthly/bimonthly meetings at minimum.
  - Be prepared to provide an undergraduate housing update - ensure the chapter has a House Manager and report is provided.
  - Take notes of discussion and present to chapter.
- Set expectations between the chapter/colony and the house corporation.
  - Write them down and have them somewhere to reference when needed
  - Commit to reciprocating communication – not letting messages or questions go unanswered.
  - Ensure every brother who is living in the facility, chapter leadership and house manager has a copy - consider posting in the facility.
  - Update expectations as needed. (*Ex: Turnover of President on the HC board.*)
- Create an open invitation to all major events.
  - Chapter Meetings(?) - discuss expectations for house corporation to attend one meeting a semester, at minimum.
  - Ritual Meetings
  - Initiation Ceremonies
  - Chapter Events - this is an opportunity to engage more graduate brothers outside of your direct chapter advisors (PL and BCA).

- Create open platform of communication with HC to discuss issues regarding the house.
  - Provide needed maintenance updates to HC President.
  - Allow HC to provide updates on the financial status and projects.
  - Do not be afraid to discuss plans involving the house.

*\*Note: do not treat your house corporation as your BCA. Advice should be solely sought out for issues pertaining to the property, lease and other housing concerns. \**

## Scholarship/Faculty Advisor

- Create an initial point of contact.
  - Set up first meeting as the first step to building a working relationship.
- Exchange and maintain updated contact information.
- Discuss/create consistent meeting schedule.
  - It is suggested to meet on a monthly basis.
  - This is an opportunity to discuss issues pertaining to academic success and available resources.
- Discuss and create expectations of one another.
  - Ask your advisor what their expectations are of you and how you can best work to create a strong working relationship.
- Invite to major chapter/colony events.
  - Philanthropies - it is encouraged to extend the invitation to your faculty advisor, since most events will take place near the University campus.
  - Pig Dinner - if your chapter hosts an open Pig Dinner (not “brothers only”).
  - Chapter/colony meetings - invite to chapter meetings on a consistent basis. It is suggested to have an open invitation to all meetings, except Ritual (unless an initiated brother).
- Encourage facilitation of programming for chapter’s benefit.
  - Don’t be afraid to ask your advisor to facilitate programming that is necessary for your chapter’s success. (*Ex: Resources available on campus, scholarship, etc.*)
- Seek out advice pertaining to academic issues/concerns for the chapter/colony.
  - Ask your advisor to provide a listing of available resources on campus that brothers can utilize.