

Guide to Advising from Afar

Phi Gamma Delta's volunteer advisors serve with great importance and are the lifeline of the Fraternity. Now, more than ever, online capabilities allow brothers to take on a volunteer role for a chapter regardless of their location.

This guide clarifies the distinction of roles between the Purple Legionnaire and the Board of Chapter Advisors and is intended to provide guidance and support when taking on the role of advising your chapter from afar.

These suggested practices apply to both undergraduate leaders and graduate advisors

Suggestions to advising from a distance:

PURPLE LEGIONNAIRE (PL)

- Maintain consistent communication with and be readily available to undergraduate leadership.
 - Utilize texting platform to create a network of communication.
- Create/maintain set scheduled meetings on a weekly/bi-weekly basis with undergraduate leaders.
 - Have separate meetings with the Chapter President (CP) as well as the cabinet as a whole.
- Utilize a video conferencing platform such as Zoom, GoToMeeting, Google Hangouts, FaceTime, etc. to create face-to-face interaction.
- Maintain contact with other chapter advisors to help guide the chapter with similar messaging.
- Increase level of communication, whether via texting or video conferencing.
 - When advising from a distance, it is best to overcommunicate to ensure everything is clear.
- Encourage and push chapter to continue virtual advising platform despite not being able to host in-person meetings, if applicable.
- Keep a written record of meeting minutes to share amongst other graduate volunteers on the Board of Chapter Advisors (BCA), Housing Corporation (HC) and CP.

Suggested Practices:

- ◇ Weekly/Bi-Weekly meeting via video conferencing platform with CP.
- ◇ Discuss operations, push IHQ efforts to keep the chapter running in a virtual way.
 - Push goal setting, follow-up and planning for the fall semester.
- ◇ Semi-monthly Cabinet meeting via video conferencing platform.
 - Review updates with each of their positions, committees they oversee.
- ◇ Continue monthly/bi-monthly meetings with the graduate advisor team, primarily the BCA.

BOARD OF CHAPTER ADVISORS (BCA)

- Be available through texting/email communication for the respective undergraduate leader for your position.
- Continue/start a routine of virtual meetings on a monthly/bi-monthly/quarterly basis with undergraduate leaders and the rest of the board.
- Provide guidance on chairman responsibilities, review/create plans and set target follow-up dates for project check-ins.
- Maintain communication with PL to receive chapter updates.
- Keep a written record of meeting minutes to share amongst the BCA and corresponding undergraduate chairman.
- If newly appointed, set up an introductory call with undergraduate chairman within first two weeks of being on the BCA.

Suggested Practices:

- ◇ Monthly Zoom meeting with PL and key Chapter officers.
- ◇ If there are specific BCA overseeing specific officers/chairman, have them FaceTime bi-weekly.
- ◇ Bi-weekly/monthly touchpoint via call/text communication between BCA volunteer and corresponding undergrad chairman.
- ◇ Continue monthly/bi-monthly meetings with PL and CP (at minimum) to receive updates on operations.