Welcome and congratulations on taking the first step to building and/or expanding your chapter’s advisory committee!

Advisors are a support system for each collegiate chapter of APO. Advisors help the chapter grow. They are there for the chapter in a mentor capacity. An advisor is not meant to run the chapter, or push their own opinions or chapter experiences onto the chapter. Advisors encourage and validate chapter officers as well as offer support and guidance when asked. Advisors provide connections to the university, to the community and to the Fraternity as a whole.

It’s important to keep in mind that all active chapters of the Fraternity are required to have four advisors as part of the good standing requirements. At least two faculty/staff advisors, one community and one scouting or youth services advisor meets the minimum requirement.

This guide is intended to provide chapters with the basics of recruiting advisors. This information is just the start — the details of each advisor position and how they can best support the chapter will need to be worked out with the chapter itself. Work together to determine the needs of the chapter and how advisors can best support those needs and have a positive impact on the future of APO on your campus.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>OVERVIEW OF ADVISORS</td>
</tr>
<tr>
<td>5.</td>
<td>INTRODUCING... THE ADVISORY COMMITTEE</td>
</tr>
<tr>
<td>6.</td>
<td>FACULTY/STAFF ADVISOR</td>
</tr>
<tr>
<td>7.</td>
<td>COMMUNITY ADVISOR</td>
</tr>
<tr>
<td>8.</td>
<td>SCOUTING/YOUTH SERVICES ADVISOR</td>
</tr>
<tr>
<td>9.</td>
<td>STEPS TO RECRUITING AN ADVISOR</td>
</tr>
<tr>
<td>10.</td>
<td>ADVISOR RECRUITMENT WORKSHEET</td>
</tr>
</tbody>
</table>
OVERVIEW OF ADVISORS

ADVISORY CHAIR – oversees all advisors on committee, runs advisory committee meetings in conjunction with the chapter president, acts as liaison between president and advisory committee.

FACULTY/STAFF ADVISOR – provides connections to on-campus resources, offers academic perspective of chapter operations and guidelines.

COMMUNITY ADVISOR – acts as liaison between chapter and local or community partners, offers to connect chapter with community resources and local volunteers, offers an outside or non-APO-centric perspective on chapter programming.

SCOUTING/YOUTH SERVICES ADVISOR – acts as liaison between chapter and youth groups or organizations, brings in scouting/youth perspective to chapter programming.

SETTING EXPECTATIONS

A healthy chapter-advisor relationship begins with establishing expectations that not only meet the needs of the chapter, but also meet the needs of advisors throughout their APO journey. Refer to the chapter’s bylaws for existing expectations that may serve as a starting point for the chapter to expand upon. If the chapter is looking for a fresh start, the following expectations can serve as a foundation.

TOP 5 EXPECTATIONS FOR THE ADVISORY COMMITTEE:

1. BE PRESENT AT CEREMONIES
2. ATTEND AT LEAST ONE CHAPTER MEETING A MONTH
3. RESPOND TO CORRESPONDENCES IN A TIMELY MANNER
4. BE AVAILABLE FOR IN-PERSON MEETINGS WITH THE EXECUTIVE COMMITTEE AT LEAST ONCE PER TERM
5. PARTICIPATE IN OFFICER ELECTIONS AND TRANSITIONS

ADDITIONAL EXPECTATIONS!

The space below is for officers to write their own expectations or ideas to bring up with advisors while recruiting.
INTRODUCING
THE ADVISORY COMMITTEE

ADVISORY CHAIR

An advisory chair is a position of great importance to chapters. From ensuring that chapters are actively working to achieve their goals, to facilitating growth within the chapter, the advisory chair is there to guide and offer feedback. They are the root of the chapter’s support system, offering mentorship and a listening ear to any in the chapter member who need it. They hold chapters accountable and uphold the strategic visions of the chapter and National Fraternity through thoughtful thought and action.

CORE COMPETENCIES:

- Visionary
- Strategic Thinker
- Accountable
- Continual Learning
- Flexibility
- Fosters Growth
- Facilitative
- Developer
- Mentor
- Strong Communicator

TOP 5 EXPECTATIONS

1. Oversee the advisory committee and facilitate connections between the chapter and the committee
2. Offer support to all brothers and establish a relationship with the chapter as a whole
3. Be educated in the history of the chapter and fraternity
4. Be familiar with sectional and regional staff, who to contact and how to connect officers to these leaders
5. Attend ceremonies, chapter meetings and executive committee meetings or make sure the advisory committee is splitting these duties equally and fully

ADDITIONAL EXPECTATIONS!

The space below is for officers to write their own expectations or ideas to bring up with advisors while recruiting.
INTRODUCING
THE ADVISORY COMMITTEE

FACULTY/STAFF ADVISOR

A faculty or staff advisor plays a key role in the success of the chapter. Whether they act as a mediator during conversations, facilitate the scheduling of rooms at the beginning of each semester or oversee elections to ensure things go smoothly, these advisors provide hands-on support on campus. With a foot in both chapter and campus affairs, these advisors provide opportunities for a range of people to get in contact with each other.

CORE COMPETENCIES:
AVAILABLE STRONG COMMUNICATOR FLEXIBLE ADVOCATE FACILITATIVE
RESOURCEFUL EXTERNAL AWARENESS MENTOR RELIABLE INTERORGANIZATIONAL CONNECTIONS

TOP 5 EXPECTATIONS
1. CONNECT THE CHAPTER TO RESOURCES ON CAMPUS, INCLUDING INFORMATION REGARDING CAMPUS POLICIES AND PROCEDURES
2. IDENTIFY WAYS THE CHAPTER CAN SUPPORT THE NEEDS OF THE CAMPUS
3. PROVIDE SUPPORT BY UNDERSTANDING REQUIREMENTS FOR STUDENT ORGANIZATIONS ON CAMPUS AND HELPING THEM OPERATE WITHIN THEM.
4. HELP THE CHAPTER COMPLETE THE ANNUAL FINANCIAL REVIEW, OR DIRECT THEM TO AN ON-CAMPUS RESOURCE THAT CAN SUPPORT THEM.
5. ASSIST THE CHAPTER WITH BOOKING ROOMS, CONNECTING WITH OTHER ORGANIZATIONS ON CAMPUS, FINDING SPEAKERS FOR LEADERSHIP EVENTS AND ENGAGING IN CAMPUS ACTIVITIES

ADDITIONAL EXPECTATIONS!
The space below is for officers to write their own expectations or ideas to bring up with advisors while recruiting.
INTRODUCING
THE ADVISORY COMMITTEE

COMMUNITY ADVISOR

The community advisor is an important part of the chapter’s advisory team – this advisor is willing to connect the chapter to local volunteers and resources, linking the chapter directly with people and organizations who need help or may want to support the chapter in various ways. This advisor is able to build rapport with people easily and can maintain those relationships over long periods of time. They are passionate about the work the chapter does and have an earnest desire to foster relationships between chapter members and community partners.

CORE COMPETENCIES:

COMMUNITY CONNECTIONS  MENTOR  LOCALLY ENGAGED  DEVELOPER  FOSTERS COMMUNITY

ORGANIZED  RESOURCEFUL  OPEN-MINDED  EXTERNAL AWARENESS  KNOWLEDGEABLE OF COMMUNITY EVENTS

TOP 5 EXPECTATIONS

1. Maintain relationships and contacts with organizations in the community including large companies and local nonprofits.

2. Connect brothers and officers with opportunities that will increase the chapter’s sphere of influence and expand knowledge of chapter operations.

3. Provide an outside or non-APO perspective to the chapter.

4. Refer the chapter to local volunteers and organizations who are in need of assistance to build up the chapter’s service program and reputation.

5. Act as a liaison and resource for brothers and officers who want to learn more about the community and how to stay involved.

ADDITIONAL EXPECTATIONS!

The space below is for officers to write their own expectations or ideas to bring up with advisors while recruiting.
INTRODUCING
THE ADVISORY COMMITTEE

SCOUTING/YOUTH SERVICES ADVISOR

Scouting/youth services advisors are important members of the chapter's leadership team. They are able to build rapport with scouting or youth groups in the area, demonstrating a knowledge not only of local groups but also how the chapter can best serve them. This advisor should have connections to groups in the community so that they can facilitate the growth of the next generation of servant-leaders, primed to continue serving the community and the world.

CORE COMPETENCIES:

ENTHUSIASTIC MENTOR COMMUNITY CONNECTIONS EXTERNAL AWARENESS
ADVOCATE FOSTERS LEADERSHIP RESOURCEFUL OPEN-MINDED BUILDER OF STRATEGIC RELATIONSHIPS

TOP 5 EXPECTATIONS

1. ENSURE THE CHAPTER MAINTAINS A COMMITMENT TO SERVING YOUTH IN CHAPTER PROGRAMMING.

2. HAVE A SOLID GRASP ON COMMUNITY YOUTH PROGRAMS, AS WELL AS THE NEEDS OF YOUTH IN THE COMMUNITY SURROUNDING THE CAMPUS.

3. COMMUNICATE WITH BROTHERS ABOUT LEADERSHIP DEVELOPMENT AND HOW AFFILIATED ORGANIZATIONS CAN PROVIDE MORE RESOURCES AND SUPPORT.

4. CONNECT THE CHAPTER WITH YOUTH GROUPS THAT WOULD BENEFIT FROM INTERACTIONS WITH COLLEGE-AGED STUDENTS AND THEIR EVENTS AND ACTIVITIES.

5. KNOWLEDGE OF THE PRINCIPLES OF ALPHA PHI OMEGA, HOW THEY RELATE TO SCOUTING AND HOW BROTHERS CAN LIVE OUT THE PRINCIPLES IN THEIR LIVES.

ADDITIONAL EXPECTATIONS!

The space below is for officers to write their own expectations or ideas to bring up with advisors while recruiting.
STEPS TO RECRUITING AN ADVISOR

Now that the chapter understands how advisors contribute to the health, happiness and success of the chapter, recruiting efforts can begin. From brainstorming to extending the invitation, the following steps will prepare the chapter to welcome a new advisor to join the chapter.

1. **DO THE RESEARCH.**
   Which advisor(s) does the chapter need and who can fulfill that role?

2. **GAUGE INTEREST.**
   Reach out to the prospective advisor(s) – let them know you want to expand the chapter’s support network, and you would like them to be involved. Are they interested?
   *If they aren’t interested at the moment, don’t burn bridges. Thank them for their time and ask if you can keep them on your list of potential advisors for future reference. You can also ask if they have any recommendations for your search.*

3. **BUILD RAPPORT.**
   Get to know them by welcoming them to sit in on an executive committee meeting, chapter meeting or fellowship event.

4. **EXTEND THE OFFER.**
   On behalf of the chapter, invite them to continue their APO journey as an advisor.

5. **WELCOME THEM TO THE TEAM.**
   Conduct the advisor ceremony as a formal gesture of welcoming them as an advisor of the chapter.

*See Advisor Recruitment Worksheet on next page*
STEPS TO RECRUITING AN ADVISOR

HAS THE CHAPTER IDENTIFIED CANDIDATES TO FILL THIS ROLE?

WHO? BRAINSTORM

YES

DO THE CANDIDATES MEET THE NEEDS OF THE CHAPTER?

EXPECTATIONS

YES

NARROW DOWN THE SEARCH

INVITE POTENTIAL NEW ADVISOR TO MEET THE CHAPTER

DATE:_________ TIME:_________ LOCATION:_________

YES

EXTEND AN INVITATION TO JOIN THE CHAPTER AS AN ADVISOR

WELCOME THEM TO THE CHAPTER!