

# Major Responsibilities of Board of Governors Members

If a Delta Kappa Alpha chapter successfully identifies, communicates, and cultivates with alumni, the chapter will have an easier time soliciting time from their alumni. One of the best areas for alumni to help out is to be a part of the chapter's BOG. Below are the basic roles of the ideal Board of Governors.

## BOG Chairperson

- ◆ Oversee all operations of the Board of Governors
- ◆ Maintain an adequate membership on the Board of Governors
- ◆ Pre-schedule and conduct monthly Board of Governors meetings
- ◆ Develop and publish/distribute a schedule for members of the Board of Governors to attend regular Chapter meetings
- ◆ Establish an understanding with each of the Chapter Executive Council members that they will have a full written report prepared for distribution and discussion at each of the scheduled Board of Governor's meetings
- ◆ Periodically review the chapter's progress as reported in the McClelland Challenge and discuss the chapter's progress, or lack thereof, in the various categories with the Resident Council president
- ◆ Ensure that the chapter has an active Chapter Advisor and that there is an open line of communication between the Board of Governors and the Advisor. Conduct meetings with the chapter advisor twice a semester.
- ◆ Conduct a meeting with the House Corporation Chairperson each semester and report the results of this meeting to the Board of Governors.
- ◆ Manage the Chapter Educational Grant (CEG) fund
- ◆ Contact the school's Greek advisor or corresponding school official to exchange relevant information about the chapter each semester monthly.
- ◆ Oversee the Resident Council as it devises long-range planning strategies, goals, and objectives and follow through on all progress made

## Chapter Advisor

- ◆ Apply accepted facilitation techniques in student interactions
- ◆ Supply the chapter with information, expert knowledge, and insight gained through experience.
- ◆ Explain the components of the McClelland Challenge to the chapter
- ◆ Discuss, annually, risk management guidelines with the chapter
- ◆ Demonstrate a basic understanding of the fraternity's constitution and statutes
- ◆ Discuss and encourage the fraternity's national philanthropy and national month of service initiative with the chapter
- ◆ Explain the Mission, Creed, and Ritual to the chapter
- ◆ Summarize the various resources that Delta Kappa Alpha has to offer its local chapters and individual members, including links on Delta Kappa Alpha's *The Tripod* to the chapter
- ◆ In conjunction with the Board of Governors, follows up on recommendations from the Domain Director, University and the Executive Offices as well as reviews the chapter's record for filing reports, making payments, and other related business with the Executive Offices.
- ◆ Plan effective orientation, training, and transitioning of new chapter officers

### **BOG Financial Advisor**

- ◆ Have a working knowledge of the Omega Financial Company
- ◆ Know the financial policies of Delta Kappa Alpha
- ◆ Supports the chapter officers in enforcing the local financial policies of the chapter
- ◆ Monitor monthly reports of receivables and payables (via Omega Financial) from the Resident Council treasurer and reviews at each Board of Governors meeting.
- ◆ Communicate with the Resident Council treasurer between Board of Governors meetings
- ◆ Make sure all local and national bills are paid each semester
- ◆ Work with the Resident Council treasurer to establish a budget for the year and review each semester
- ◆ Ensure that all required financial reports are filed with the Executive Offices
- ◆ Work with the House Corporation to ensure that all employee" taxes and compensation are paid and filed

### **BOG Risk Management Advisor**

- ◆ Understand the Delta Kappa Alpha risk management policy
- ◆ Prepare and review in conjunction with the Resident Council risk management chair the Delta Kappa Alpha crisis management plan
- ◆ Work with chapter officers to ensure that risk management seminars are completed
- ◆ Conduct risk management inspections with the House Corporation on the chapter house and grounds
- ◆ Develop plans of action to remedy risk management deficiencies found in chapter programming
- ◆ Report any incidents or liability losses immediately to the Executive Offices in a timely matter to ensure quick response
- ◆ Secure housing insurance from the National Fraternity or another insurance company
- ◆ Secure boiler insurance and/or furnace insurance

### **BOG Recruitment/Retention Advisor**

- ◆ Understand the 5-Step Recruitment Process as supported by Delta Kappa Alpha
- ◆ Remain accredited to serve in the position. Accreditation is provided through orientation, understanding of the manual, etc.
- ◆ Understand the mission of Delta Kappa Alpha and oversee the quality of that message as it translates through the recruitment process
- ◆ Participate regularly as a member of the Board of Governors through monthly meetings, consistent correspondence, etc.
- ◆ Ensure the quality, continuity and alignment of all undergraduate recruitment strategies through continuous assessment, in conjunction with the Board of Governors
- ◆ Submit requests to the national recruitment/retention advisor for training and other recruitment resources necessary to ensure successful recruitment efforts at the local level, in conjunction with the Board of Governors and local undergraduate leadership
- ◆ Identify and leverage local alumni resources that can assist the chapter in recruitment initiatives

### **BOG Scholarship Advisor**

- ◆ Develop and sustain a chapter scholarship program
- ◆ Serve as a resource person for the chapter by identifying, locating, providing academic resources
- ◆ Work with the Resident Council Scholarship Chairperson to monitor members' grades and communications between meetings
- ◆ Summon members that fall below a 2.0 (in a 4.0 scale) GPA to Board of Governors meetings to discuss chapter expectation and potential suspension
- ◆ Recognize in front of the entire membership, those who excel in the classroom
- ◆ Organize and conduct seminars for the chapter on academic and personal development
- ◆ Encourage the chapter to recognize a "faculty member of the year" and/or invite the faculty members(s) for dinner
- ◆ Ensure all members (pledges and actives) are meeting all national academic policies, including officer eligibility and initiation eligibility

### **BOG Alumni Advisor**

- ◆ Develop and sustain an alumni relations program for the chapter
- ◆ Understand what may be important to different generations of alumni and be able to work across generational differences
- ◆ Work with Resident Council Alumni Relations Chairperson to produce quality CineJournals
- ◆ Establish and maintain alumni fundraising for the chapter
- ◆ Welcome new alumni into the Graduate Council and help them make a transition into the working world through a mentor program
- ◆ Helps with career development for graduating seniors, young alumni and all alumni who are seeking employment through providing job referrals and networking
- ◆ Help the chapter set up Homecoming, Founder's Day and other alumni events acting as a liaison with the alumni
- ◆ Establish and maintain a Parents Club with the assistance of the Resident Council President and Alumni Relations Chairperson
- ◆ Encourage participation by area and chapter alumni with the National Philanthropy, SeriousFun Children's Network
- ◆ Help update and maintain an accurate alumni roster at the Executive Offices.