



DELTA UPSILON INTERNATIONAL FRATERNITY

Advisory Board Secretary

As Advisory Board Secretary, you are a key member of the Advisory Team of a Delta Upsilon chapter or colony. You are not necessarily a member of Delta Upsilon or another Greek organization, but you do believe that a fraternity—when it is operating properly—offers profound benefits to its undergraduate and alumni members, as well as to its campus and community stakeholders. You are committed to the academic and educational development of each and every undergraduate member of the chapter or colony, and you take pride in the direct, integral role you play in ensuring the Fraternity achieves its mission, each and every day, of *Building Better Men*.

The most beneficial Advisory Board Secretary:

- Strives to *Build Better Men* by focusing on our non-secret heritage and the Four Founding Principles.
- Serves as secretary of the chapter advisory board.
- Attends, and serve as secretary during, all chapter advisory board meetings.
- Serves as the primary advisor and mentor to the Vice President of Administration.
- Works with the VP-Administration to develop position goals and potential budget.
- Monitors progress and ensure the completion of the VP-Administration's portion of the Chapter Excellence Plan (CEP).
- Works with the VP-Administration to ensure that all paperwork is sent to IHQ in a timely matter.
- Ensures sufficient communication between IHQ staff, university administration, chapter alumni, the local corporation board (if any), the chapter advisory board, and any other pertinent stakeholders.
- Ensures the VP-Administration creates and maintains a calendar of chapter events.
- Ensures that minutes are taken and posted as record of all chapter meetings.
- Ensures the VP-Administration is held accountable to his responsibilities.
- Participates in pertinent training and educational programs provided by IHQ and the college/university.