

CHAPTER ADVISOR

Another of the key positions on the Advisory Council is that of the Chapter Advisor. This position has traditionally be referred to as the “Chapter Dad”, but since in Northern California we now have several female advisors filling that role, it makes sense to refer to the position as the “**Chapter Advisor**”, which is gender neutral.

Please remember, these are tips only and if you chapter has a system set up that is working well for you, don’t change it unless you see some benefit into “tweaking” your current procedures.

The importance of the Chapter Advisor cannot be over emphasized for the success of the chapter depends more on this individual than on any other member of the Advisory Council. The leadership he or she exemplifies to the young men of the chapter will be a determining factor for insuring progress and successful results in any specific chapter activity, as well as the chapter as a whole.

The Chapter Advisor should be young at heart. All of the administrative ability in the world will be useless if he or she doesn’t possesses the knack of being a friend to a young man who is looking for guidance and support.

Provided your chapter has the support needed from the Advisory Council, it might be good to consider having someone serve as Chapter Advisor for not more than two or three years. Having a new Chapter Advisor brings lots of benefits such as new ideas, new approaches and helps avoid the chapter becoming a “one-man show.” Considering appointing an “Assistant Chapter Advisor” to provide some “on-the-job” training.

The job of Chapter Advisor is not easy. If done properly, takes a lot of time and effort unless the Advisory Council can support the Chapter Advisor with Advisors to handle specific projects and activities. However, it can be a very incredible and rewarding experience!

Published: December 2014

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CHAPTER ADVISOR: Here are some miscellaneous thoughts on the various duties associated with the position of **Chapter Advisor.....**

*** Attend all chapter meetings and other activities and if unable to attend, insure that some other Advisory Council members attends in your capacity, like an Assistant Chapter Advisor.

*** Work in cooperation with the Advisory Council Chairman to insure that all Chapter activities and functions are properly covered by a member of the Advisory Council.

*** Insure that the chapter is conducted in an orderly manner and in accordance with the By-Laws of DeMolay International as well as the Jurisdictional Policies of Northern California DeMolay.

*** Don't try to do all of the work yourself and use the resources of the other members of the Advisory Council as well as the Parents of the chapter members.

*** Act as the spokesman of the Advisory Council before the chapter.

*** Work with each incoming Master Councilor to insure that he has developed a well thought out and well-rounded term calendar for his six months term.

*** Safeguard the chapter finances and see that a budget is prepared by each incoming Master Councilor and that the budget is adhered to during the term.

*** Be fully aware of the demographics of the chapter to insure that your membership includes young men of all ages. Once your chapter gets to the point of having most of its members in the 18-20 age group, you are basically "programming yourselves out of business!"

*** Assist the Councilors in preparing meeting agendas for every chapter meeting by holding monthly "Councilor Meetings" where the three Councilors plus the Chapter Advisor meet to discuss the progress of the chapter, changes to the term calendar and establish the agenda for the next regular meeting. These Councilor Meetings can be held at the home of the Chapter Advisor or one of the Councilors or even a local restaurant or pizza spot.

*** If your chapter is holding a specific activity such as a Charity Dinner, you could also invite the Project Leader (youth) and the Advisor to attend the Councilor's Meeting to get an update.

*** Each Senior Councilor should be encouraged to start making plans to apply for the **PMC-MSA**. This is an excellent program to recognize not only the Master Councilor but also to his Chapter for providing the support necessary to qualify for the award. The Chapter Advisor should be fully aware of the award requirements and the process of applying for the PMC-MSA.

*** Since the growth of the chapter is so vital, it is important that the Chapter Advisor, working with the Chapter's Marketing and Membership Advisor, be fully aware of the various marketing and growth strategies available. He should use his resources to see what other chapter's are doing to grow as well as other young organizations in the community.

*** Once membership applications are received, the Chapter Advisor should insure that the application, voting and initiation process is handling in a prompt and effective manner.

*** Work with each Master Councilor-Elect in the planning process for each Installation of Officers. Northern California DeMolay has published a very complete Installation Planning Guide that will be very helpful to the incoming Master Councilor and his Parents.

*** While it is helpful for all Advisors to take a personal interest in all of the Chapter members, this is especially true with the Chapter Advisor. He should be aware of any concerns such as family, school, girlfriend or employment that might have an affect on the ability of the Master Councilor to fulfill his responsibilities.

*** The Chapter Advisor, as well as all Advisors, should always be aware of their responsibilities regarding our Youth Protection program and do everything possible to insure that the DeMolay experience continues to be a safe environment.

*** It is also very important that the Chapter Advisor understands that social media is very important in the lives of young people today. Take advantage of this by using it to make announcements, send alerts about deadlines, reminders about upcoming events, etc.

*** Speaking of social media, it is vital that our members (and advisors) are fully aware of the dangers associated with publishing too much personal information or making inappropriate comments on things like Facebook, Twitter, Instagram, Snapchat, etc. Be certain that they realize that once their opinions are published on the internet, it is there for the world to see. This “world” could include parents, teachers, employers and others that they may wish to impress!

*** The Chapter Advisor should be aware of the age old discussion between attracting “quality” members or simply by attracting a large “quantity” of members, the chapter will end up with some quality members. Please remember that many people feel that “quality members attract other quality members!” It’s a very worthwhile discussion to have in order to establish the most effective direction for the chapter.

*** Above all, enjoy your relationships with the young men of the chapter and have fun doing it! You are there to help them increase their leadership abilities and who knows, you might just improve your skills yourself!

ADVISOR’S ROLE: The role of the Chapter Advisor will vary from Chapter-to-Chapter. It can very easily involve some personal counseling role with the young men of the Chapter. In any case, it is hoped that the Advisor will assume the role of “Advisor” and work with the young men involved to teach, inform and mentor them so they are doing the actual work with the Advisor’s support and guidance.