

Chapter Volunteer Job Descriptions

The Board of Advisors ~

Each Chapter of TKE is incorporated as a not-for-profit corporation. The Chapter's Board of Advisors serves as the Board of Directors for the corporation. Board members are not required to be members of the Fraternity; they may be members of another Fraternity or non-Greeks; they may be women.

The primary duties of the Board are to ~

- Supervise the Chapter's finances and establish financial policy
- Supervise and administer all Chapter property
- Plan for the long-range future of the Chapter

The Chapter Advisor ~

The Chapter Advisor is the key to a successful Chapter. The Advisor's efforts bring stability to the collegiate fraternity experience. The Chapter Advisor, ideally a Frater, works closely with the Chapter leadership and the Board of Advisors and serves as an ex officio member of the Board.

The primary duties of the Chapter Advisor are to ~

- Assist the Chapter officers in learning their responsibilities
- Advise the Chapter on all phases of operations
- Facilitate Officer and Chapter Retreats

The Faculty Advisor ~

The Faculty Advisor plays a role similar to the Chapter Advisor, but concentrates his or her time and efforts in assisting the Chapter in the areas of scholastics, service projects and public relations. This Advisor is usually a member of the school's faculty, staff or administration. Like the Chapter Advisor, the Faculty Advisor also works closely with the Board of Advisors and serves as an ex officio member of the Board.