



## Chapter Consultants 101:

### *Who is a chapter consultant?*

An Alpha Chi Omega chapter consultant is a difference-maker, a role model, a problem-solver, a teacher, a project manager, a professional, a sister. As part of Alpha Chi Omega's professional staff, she is the on-site headquarters representative. Chapter consultants are the in-person support to help chapters effectively recruit potential members, develop leaders, assess operations and educate officers.

Chapter consultants, who are Alpha Chi Omega alumnae, complete an extensive application and interview process before completing a thorough training program at headquarters. They use the knowledge gained through training to offer advice and guidance to chapter officers and members in individual meetings and written reports. Each chapter receives a consultant visit at least once per academic year.

### *During a visit, your chapter consultant will focus on:*

- Building relationships with collegiate members, executive officers, alumnae volunteers and university administrators
- Assisting with a wide variety of chapter operations including recruitment, financial management, member education, accountability, Ritual education, sisterhood and more
- Reviewing and assessing chapter management processes to make recommendations for an enhanced chapter experience
- Teaching chapter leaders how to operate the chapter at its fullest potential and create the best chapter experience for members
- Providing programming ideas and resources to elevate the chapter experience
- Reiterating and reinforcing Alpha Chi Omega's policies, standards and best practices to chapter members
- Serving as the headquarters representative for your chapter and campus



*During a chapter visit, your chapter consultant may request to meet with the following individuals and groups to best support the chapter:*

- Executive board officers
- Non-executive board officers and committees
- Chapter advisor and advisory board members
- Campus fraternity/sorority advisor
- Groups of chapter members

During her visit, she will attend regularly scheduled meetings like chapter and CRSB. Your consultant will also facilitate an informational and educational workshop.

### *Making the most of the chapter consultant visit*

Here's how you can make the most of the chapter consultant visit and set your chapter up for success:

- Maintain a positive attitude when working with your consultant. She is here to help and is a resource for you. Remember that policies and consultants change each year. Set aside past experiences and preconceived notions.
- Be prepared for the visit. Ensure that members are prompt for meetings. This will make the visit more productive for everyone!
- Keep an open mind. Be willing to accept new ideas and constructive feedback.
- Remember that consultants do not come to your chapter looking for problems, but they can't ignore policy violations.
- Work as a team with your chapter consultant; you all want what is best for the chapter.
- Utilize the consultant's report and pass the report on to your successor.
- Understand that during the visit the consultant is also juggling her work with other chapters, working on reports and participating in scheduled conference calls. Please allow time during her visit with your chapter to accomplish these tasks.