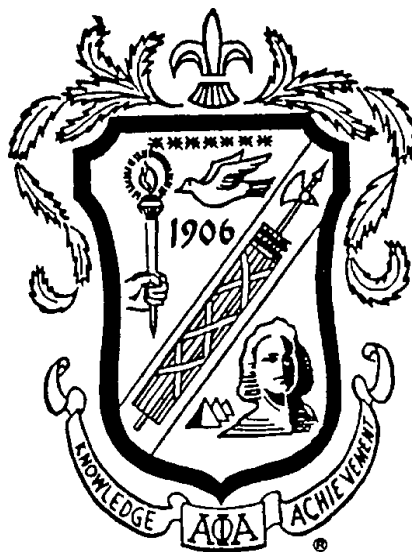


# Alpha Phi Alpha Fraternity, Inc.



## ALPHA ADVISOR HANDBOOK

“Focusing the College Perspective...”

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# Goals of the Alpha Advisor

- **To coordinate and promote excellence in the leadership and guidance of college brothers.**
- **To maintain open lines of communication between College and Alumni chapters.**
- **To provide an opportunity for college brothers to share ideas, problem solve and seek solutions for the future.**
- **To promote brotherhood, *manly deeds, scholarship* and *love for all mankind*.**

# **Qualifications of the Alpha Advisor**

- **Maintain active membership status in an Alumni chapter for at least one year prior to advisorship.**
- **Attend at least one District, Regional and/or General Convention within two years prior to advisorship.**
- **Be certified via Risk Management, Intake Process, and Alpha Advisor Seminars.**
- **Know the current policies and procedures of Alpha Phi Alpha Fraternity, Inc. as set forth by the Constitution and By-Laws and other official documentation.**

# Qualifications of the Alpha Advisor

- **Have knowledge of current activities and policies concerning Greek lettered organizations of the school where the chapter is located.**
- **Be capable of working with varying personalities; and be attuned to the lifestyles, attitudes and dynamics of college men in general.**
- **Be objective, stable, secure and able to make and implement decisions.**

# Qualifications of the Alpha Advisor

- **Be firm: able to withstand pressure from both Alumni and College brothers after making decisions according to the Constitution and By-Laws of the fraternity.**
- **Be firm: able to withstand pressure from the school after making decisions according to the policies and procedures of the school where the chapter is located.**
- **Be able to communicate effectively, give and maintain respect, demonstrate leadership skills and effective human relationship skills.**

# **Responsibilities of the Alpha Advisor**

- **Advise, supervise and counsel. Do not dictate (unless the chapter or a brother violates fraternity rules and regulations).**
- **Serve as a liaison between the College and Alumni chapters and officers.**
- **Insist upon strict adherence to deadlines for reports and fees.**
- **Read and advise the College Chapter on all reports and correspondence sent from the chapter to the Area, District, Regional and/or National Office.**

# **Responsibilities of the Alpha Advisor**

- **Attend all meetings of the College Chapter--including chapter sponsored activities and events.**
- **Participate in the Intake Process and ensure that each Aspirant is registered and enrolled at the school.**
- **Coordinate chapter training on fraternity policies, fundamentals and procedures.**
- **Ensure chapter support of all National Programs and Special Projects.**



# **Responsibilities of the Alpha Advisor**

- Review chapter contracts to ensure they are in compliance with the rules and regulations of the fraternity and the school and that the chapter can meet its contractual obligations (legal review is encouraged before signing).**
- Review and advise the College chapter on their yearly program of activities (or business plan) and their annual budget to ensure that they are sound and in compliance with the rules and regulations of the fraternity and the school.**
- Review the chapter's records and assure that all brothers are financial and active with the chapter and General Organization.**
- Certify that all Chapter Brothers are regularly enrolled and taking courses leading to their first academic degree (Graduate level students are Alumni brothers).**

# **Responsibilities of the Alpha Advisor**

- Ensure each semester that all active brothers have the minimum Grade Point Average (GPA) required for graduation or to remain in school. If an active brother does not meet the minimum GPA requirement; place the brother on academic probation, assist the brother in raising his GPA, and notify the Area Director.**
- Meet annually with school personnel for Greek Lettered Organizations and secure copies of the school guidelines for Greek Lettered Organizations.**
- Assume responsibility for the overall supervision and guidance of the College Chapter.**

# **Responsibilities of the Alpha Advisor**

- **Knowledge of the award competitions at all levels.**
- **Review guidelines with chapter at least once a year.**
- **Encourage chapter to participate in all competitions.**
- **Knowledge of college elected and appointed offices.**
- **Review guidelines and encourage qualified brothers to seek offices as appropriate.**

# Responsibilities of the Alpha Advisor

- **Knowledge of the fraternity forms, publications, financial obligations and dates of submission.**

**Chapter Directory Form**

**Computer Data Form**

**Intake Application and Forms**

**Fee and Tax Schedule**

**Standing Orders**

**Sphinx Magazine™**

**Chapter Administration Guide**

**Remittance of Funds Form**

**Relocation (Moving) Form**

**Omega Chapter Form**

**Constitution and By-Laws**

**Ritual and Protocol**

**Chapter Bulletins**

**Others as appropriate**

- **Review forms, publications, financial obligations and dates of submission with chapter at least once a year.**

# **Responsibilities of the Campus Advisor**

**Alpha Phi Alpha Fraternity, Inc. does not require a campus advisor. However; if required by the school, one will be appointed. If the Alpha Advisor is a qualified staff or faculty member, he may serve also as the Campus Advisor. If the school does not require a Campus Advisor or none is appointed, the Alpha Advisor must perform these additional duties:**

- Assist the College chapter and the Alpha advisor in planning and implementing school programs.**

# **Responsibilities of the Campus Advisor**

- **Instruct the chapter in the utilization of standard school forms and procedural documents.**
- **Aid the College chapter in maintaining a line of communication with school officials.**
- **Review with the College chapter and Alpha Advisor all school policies and procedures related to the operation of student organizations.**
- **Meet regularly with the Alpha Advisor to keep abreast of College chapter's campus activities.**

# **Responsibilities of the Campus Advisor**

- **Abide by the school guidelines governing advisors to the student organizations.**
- **Sign for room reservations on school forms and conform to their requirements.**
- **Attend any school required meeting(s) for student organizations in accordance with standard operating procedures.**

# **Attributes of the Alpha Advisor**

**Energetic**

**Honest**

**Friendly**

**Ethical**

**Brotherly**

**Committed**

**Respectful**

**Knowledgeable**

**Patient/Understanding**

**Counselor/Disciplinarian**



# **Attributes of the Alpha Advisor**

- **Genuine interest in the development of college men;**
- **Knowledge of college activities and campus relations;**
- **Committed to the college chapter and the brother;**
- **Devotes quality time and concern for advisor duties;**
- **Maintains a list of mentors for the college brothers;**
- **Recruits eligible brothers to serve as co-advisors;**
- **Separates his brotherly relationship when counseling;**
- **Creates a positive environment for the college brothers;**
- **Remains focused on the aims/ideals of the fraternity.**

# **Memorandum of Acceptance Form**

**A Memorandum of Acceptance Form must be signed by all Alpha Advisors. This memorandum certifies that he accepts with full understanding the duties and responsibilities of an Alpha Advisor. Appointments are made for up to *two (2) fraternal years at a time.***

**The term of office for the Alpha Advisor ( both those being re-certified and newly approved) will begin on *September 1* and end on *August 31*. This calendar year for Alpha Advisors will track well with the school semesters for most institutions.**

# **Memorandum of Acceptance Form**

**Existing Alpha Advisors must indicate their desire for re-certification in writing to the District Director on or before *July 1*. If recommended by the District Director and approved by the Regional Vice President, a new *Memorandum of Acceptance Form* must be executed.**

**Potential Alpha Advisors may indicate their desire in writing to the District Director. The local alumni chapter must endorse the brother and verify he is active/financial. Leadership from the College Chapter should be involved in the selection process. The District Director will interview the brother, complete the Alpha Advisor Form and forward to the Regional Vice President for approval and to execute a Memorandum of Acceptance Form. His term of office will begin on *September 1*.**

# **Alpha Advisor Certification**

**The Regional Vice President or designee will schedule workshops through Alpha University to train all Alpha Advisors. Alpha Advisors not attending required training will be removed from office until he completes this requirement.**

**The workshops may be coordinated at the Regional Convention, District Conference, Leadership Training Summit, or during Area Cluster Meetings. Workshops must be scheduled with the Regional Coordinator or his designee for verification. A roster of Alpha Advisors completing the workshop must be submitted to the District Director, Regional Vice President, and Regional Coordinator.**

# **Alpha Advisor Certification**

**A Regional Coordinator will be appointed by the Regional Vice President. The Regional Coordinator (or his designee) will work with Alpha University staff to develop the workshop agenda and to facilitate the workshop. The Regional Vice President or his designee may appoint District Coordinators to assist in managing the certification and selection process. A universal agenda will be used for all workshops. Facilitators of the workshops must be certified by Alpha University to conduct workshops. A certificate of completion will be given to the Alpha Advisors for their files.**

**Workshops will be offered at least once a year. Alpha Advisors must be re-certified via the Alpha Advisor Workshop every two years.**

# Alpha Advisor Organizational Chart

