

# BΘΠ

## Assistant District Chief Orientation

### **Position Impact**

As Beta Theta Pi's standards increase, so does its need for talented and involved individuals. An assistant district chief (ADC) enters into a collaborative relationship with the district chief (DC) to challenge the status quo while supporting progress. This includes managing local advisory teams, ensuring policy and standard compliance and serving as a primary General Fraternity ambassador in the region.

### **Qualifications**

- Initiated member of Beta Theta Pi
- Fully embraces the Mission and Vision of Beta Theta Pi
- Demonstrates a desire to continue learning how to support the organizational direction
- Demonstrates an ability to convey Beta Theta Pi's lofty purpose as an organization to others
- Demonstrates an ability to manage individuals on a team
- Demonstrates an ability to challenge the status quo while cultivating relationships with all constituencies
- Serve a two-year term (renewable on annual basis thereafter)

### **Primary Constituencies**

A primary role of the ADC is to represent Beta Theta Pi in an ambassadorial role. Therefore, it is of the utmost importance to maintain open communication and positive relationship with the following individuals.

- District Chief
- Leadership Consultant
- Advisory team composed of 5 required advisors
- Chapter membership (elected leadership, in particular)
- University administrators (Greek advisor or Dean of Students, specifically)
- Local alumni association and / or housing representatives

### **Benefits and Return on Personal Investment**

Beta Theta Pi is a not for profit organization. Resources are limited and are always utilized with the membership's experience in mind. However, Beta Theta Pi relies heavily on volunteer leadership to advance its purpose and volunteers realize compensation in many intangible ways.

- Practical leadership experience
  - Responsibility for assessing organizational culture and developing change initiatives
  - Ability to serve on focus groups and task forces to identify opportunities for organizational development
- Personal development
  - Development of personal relationships through the mentoring and coaching process
  - Service-learning is an inseparable part of volunteering for Beta Theta Pi
  - Programming involves a high level of self-discovery and values training / discussions
- Professional development
  - Networking with alumni and community members as an official representative
  - Professional training focused on developing the tangible, operational volunteer skill-set

*Exemplary Leadership in action.  
Understand the Vision, Believe the Mission and Act with integrity.*

**Role Expectations**

An ADC works collaboratively with the DC. His focus is with one chapter and he can expect to spend between 5 and 10 hours a month communicating with constituents, reviewing statuses and directives and providing guidance depending upon the specific requirements of the assigned chapter. The following activities can be expected regularly.

- Weekly 15-minute phone conversation with the leadership consultant.
- Weekly 15-minute conversation with the district chief.
- Weekly 15-minute phone conversation with the chapter counselor.
- Additional conversations with other advisors and key chapter members as necessary.
- At least one face-to-face meeting each semester with the chapter and advisory team.
- At least one face-to-face meeting each semester with the leadership consultant.
- Attend *Leadership Summit* in January and the General Convention in August.
- Learning the policies, standards and support resources offered by Beta Theta Pi.
- Proactively addressing deficiencies and risk management incidents as they arise.
- Maintaining awareness of email and phone communications.

**Indicators of Success**

An ADC is evaluated in the following areas. A full breakdown of these responsibilities can be found in the *District Chief handbook* on the Beta Theta Pi website.

- Placement and engagement of a full advisory team as determined by *Standard Chapter Operating Expectations* (SCOE)
- Implementation of Fraternity policy and standards through thoughtful chapter assessment and directive / status reviews
- Ambassadorship as a representative of the General Fraternity (Involvement at General Fraternity programming, understanding of the Mission and Vision of Beta Theta Pi and responding to constituent feedback are considered necessary components of ambassadorship)

*\*Tip: Take time to understand the culture of the advisory team and of the chapter. It is necessary to understand that relationships are key when influencing change. Challenge should always be balanced with support and it is important to understand the reality of what can be accomplished in a given time frame. Some items are urgent and important; others are important but not urgent. Prioritize accordingly.*

**GETTING STARTED**

1. Review this orientation with the district chief or leadership consultant and ask questions as necessary.
2. Establish a clear communication plan with the district chief and the leadership consultant.
3. Read the district chief manual on <http://www.betathetapi.org/resources/volunteer-resources/district-chief-resources>. The job of the ADC is closely correlated to that of a district chief. The information in the manual will provide a framework for your responsibilities.
4. Spend some time becoming familiar with the resources available to advisors on <http://www.betathetapi.org/resources/volunteer-resources>. You will be managing this team. It is essential that you know what support and education is available.
5. Become familiar with all policies and standards of Beta Theta Pi. The district chief and leadership consultant are resources to provide training and answer questions.
6. Introduce yourself to the chapter's key constituents. Plan to meet with them face-to-face within the month.
7. Make plans to attend *Leadership Summit* (January) and the General Convention (August).

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