

## **2024-2026 Florida Consultant Program**

Chapter vitality and membership growth depends on all of us working together! Through a Consultant Program, guided by the Membership Committee (4P's) and the District Board, chapters and their members will have contact with an individual to aid in their needs.

Florida Alpha Delta Kappa consists of 7 Districts and 63 Chapters. Due to the number of chapters and Florida's geographically unique shape, Consultants within an area can encourage, support, and aid in the reports that a chapter may feel overwhelmed in completing. Having a Consultant sharing ideas, answering questions, and overseeing concerns will result in improved communication, chapter vitality and growth.

State Executive Board members may recognize a chapter needing aid, or the results of the most recent CNA may support the need for a Consultant to contact a chapter. Chapters may request assistance or guidance from a Consultant, as well.

### **Consultant Program Guidelines**

1. The District Boards will appoint chapter Consultants and notify the Advisor to the District Chairman Committee by August 15<sup>th</sup> of even numbered years.
2. Consultant guidelines will be distributed to Chapter Presidents and District Chairmen.
3. Consultants should establish contact with the Chapter Presidents in their district early in the biennium to introduce themselves and provide contact information.
4. Chapters are encouraged to invite Consultants to chapter meetings, board meetings, and special events.
5. Members of the State Executive Board may ask Consultants to make contact with chapters in order to facilitate communication and the completion of date sensitive requirements.
6. Handling concerns should be done confidentially.

#### **Consultants:**

1. The Consultant should be a member of the District Executive Board. This person may be District Chairman or someone designated by the District Chairman.
2. The Consultant should have the desire and skills to communicate effectively with chapters and provide positive support when needed.
3. No Consultant will consult their own chapter.
4. No Past State President or Executive Board Members shall be a Consultant.
5. Consultants should be located near the chapter they are helping, if possible.

#### **Chapter Consultant responsibilities:**

- 1) Visit the chapters in their district, when possible.
- 2) Maintain regular communication with the Chapter President and State Executive Board members. (It is encouraged to maintain communication logs. Nothing will need to be submitted.)
- 3) Send reminders and help with completing reports.
- 4) Send reminders about district, state, regional, and international events.
- 5) Communicate progress and concerns to the State Membership Committee.

### **Chapter Presidents' responsibilities:**

- 1) Provide the Consultant with a list of chapter meeting dates and times.
- 2) Invite the Consultant to chapter meetings.
- 3) Request assistance with forms and deadlines, when needed.

### **Additional Information:**

- Chapter Presidents: Use your Consultant for Fraternity Education, fun activities, installation of officers or any other helpful strategies for your chapter meeting! Invite her to social gatherings.
- Consultants: Give suggestions for program topics from other chapters.
- Consultants: Participate in the chapter's programs and altruistic projects.
- Consultants: Help chapter officers, when asked, with forms and their duties.
- Consultants: Be humble, kind, and positive!
- Regular communication between the Consultant and chapter is vital.