Chapter Advisor

Expectations

Assist the Alumni Advisory Board Chairman in management of board members and goal setting for the chapter officers. Facilitate regular communication between board members chapter officers. Together with the Chairman, maintain a relationship with the Division Commander, General Fraternity staff, and campus Fraternity/Sorority Life professional.

- Advise and mentor the Commander, Lt. Commander, and collegiate chapter's Executive Committee.
- Advise the chapter's Honor/Judicial Board.
- Assist the Executive Committee in creating a chapter strategic plan for each academic term.
- Serve as the liaison between the Alumni Advisory Board (AAB) and the collegiate chapter, college/university administration, and the General Fraternity.
- Maintain weekly contact with the collegiate chapter Commander and Lt. Commander.
- Maintain regular communication with the Alumni Advisory Board Chairman.
- Maintain regular communication with the campus-based fraternity/sorority advisor and Fraternity/Sorority Life office.
- Maintain regular communication with the Division Commander and General Fraternity staff.
- Train new Alumni Advisory Board members to ensure sustainability of the board.
- Meet with the Leadership Consultant during his visit with the chapter.
- Attend the Sigma Nu Institute.

Resources

AAB Resources:

- Alumni Advisory Board Overview
- Alumni Best Practices Library
- Role of Chapter Advisors
- Mentoring and Advising

Collegiate Chapter Resources:

- Collegiate Officer Resources
- Important Due Dates
- Pursuit of Excellence Program (PEP)
- PEP Evaluation Guidelines
- Best Practices Library
- Leadership Consultant Program
- The Law of Sigma Nu Fraternity, Inc.
- *Risk Reduction Policy*
- Officer Transition Resources
- Habits of Successful Executive Committees
- Honor/Judicial Board Structure

Educational Sessions & Programs:

- The LEAD Program
- Goal Setting Workshop
- Strategic Planning Workshop
- Officer Transition Workshop
- Mental Health Resources
- CommunityEdu
- College of Chapters
- Sigma Nu Institute

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Primary Expectations of AAB Members

- Three or more volunteers will serve on the Alumni Advisory Board.
- Member(s) of Alumni Advisory Board attend chapter meetings once a month (or more often).
- Member(s) of Alumni Advisory Board attend all candidate and initiation ceremonies.
- Meet quarterly (or more often) to review chapter goals and objectives.
- Continually identify, recruit, and train new Board members to ensure the sustainability of the Board.
- Review The Law of Sigma Nu Fraternity, Inc., the *Risk Reduction Policy*, and relevant college/university policies each year.
- Member(s) of the Alumni Advisory Board meet with the Leadership Consultant during each consultation visit.
- Individual advisors maintain monthly communication with their designated chapter officer(s) to offer mentoring/coaching advice.
- Member(s) of the Alumni Advisory Board assist and advise the chapter officers in completing the annual Pursuit of Excellence evaluation.
- Facilitate an officer transition workshop each election cycle.
- Facilitate a strategic planning session with measurable goals and objectives with the chapter officers each.

Time Commitment

Three to six (3-6) hours per month.

Alumni Advisory Boards will meet at least quarterly to discuss what is happening with the chapter and what specific focus or direction the board needs to provide.

Individually, the Chapter Advisor will maintain contact with the Commander and Lt. Commander and assist them as needed. Weekly contact should be maintained.

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