Sigma Nu Fraternity
EXCELLING WITH HONOR

Alumni Advisory Board
Ideal Performance Practices

Alumni Advisory Board Assessment is divided into three operational areas which will serve as a guide to define excellence for Alumni Advisory Boards.
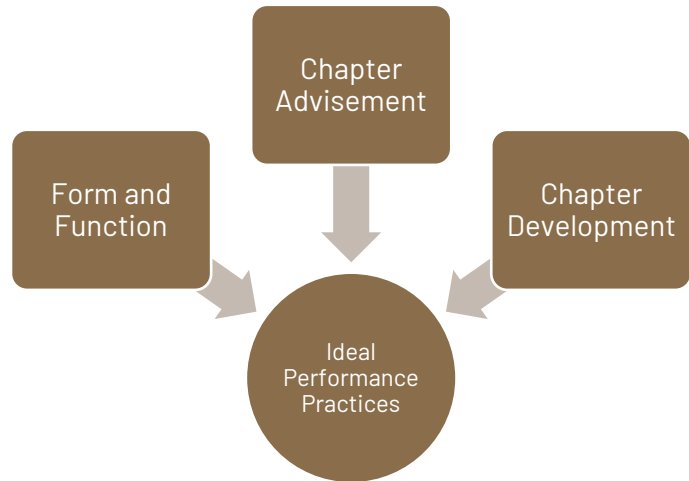
FORM AND FUNCTION

The make-up of the Alumni Advisory Board and its functions.

CHAPTER ADVISEMENT

How the Alumni Advisory Board is involved in an advisory capacity to the collegiate chapter.

CHAPTER DEVELOPMENT

How the Alumni Advisory Board is involved in the continued development of the collegiate chapter.

The annual assessment will utilize "Ideal Performance Practices" which define the Alumni Advisory Board operations on a scale from Primary to Excellence. This will create consistency across assessments and ensure a focus on reviewing Boards individually rather than trying to rank Boards in relation to one another.

Each operational area will be reviewed on a four-point scale from primary to excellence. The full rating scale is provided below.

Primary   Good   Very Good   Excellence

A rationale for each rating will be communicated to the Alumni Advisory Board along with recommendations for improvement. In addition, the information from the assessment will be communicated back to student leaders and Division Commanders. Finally, General Fraternity staff and Division Commanders will use this feedback to address Alumni Advisory Board development throughout the year.

For more information check out the AAB Assessment Program History and Overview and/or Frequently Asked Questions resources.

The following pages include the "Ideal Performance Practices" for each operational area. Resources to assist in the achievement of each are provided as bullets and hyperlinks.

Form and Function

The make-up of the Alumni Advisory Board and its functions.

IDEAL PERFORMANCE PRACTICES

Seven (7) or more advisors serve on the chapter's Alumni Advisory Board.

- Alumni Advisory Board Guidelines
- Alumni Advisory Board Overview
- Recruiting Alumni Advisors
- 8 Steps to Successful Alumni Advisory Board Recruitment

Member(s) of Alumni Advisory Board attend chapter meetings every week.

- Sample Alumni Advisory Board Calendar
- Alumni Advisory Board Communication Tips
- Tips for Working with Individual Chapter Officers

Member(s) of Alumni Advisory Board attend all candidate and initiation ceremonies.

- Chaplain's Manual (section on Utilizing the *Ritual*)
- LEAD Phase I, Session 10: The Ritual – The End…The Beginning
- Brother Development Action Plan

Alumni Advisory Board meets quarterly or more to review goals and objectives.

- Sample Alumni Advisory Board Calendar
- Alumni Advisory Board Meeting Agenda
- Alumni Advisory Board Meeting Tips

Alumni Advisory Board continually identifies, recruits and trains new Board members to ensure the sustainability of the Board.

- Recruiting Alumni Advisors
  - Webinar, Slides
- 8 Steps to Successful Alumni Advisory Board Recruitment
- Alumni Year-Round Recruitment Checklist
- Why Do Alumni Volunteer?
- Sample Alumni Advisory Board Recruitment Letter

Alumni Advisory Board reviews The Law of Sigma Nu Fraternity, Inc., the *Risk Reduction Policy* and college/university policy each year.

- The Law of Sigma Nu Fraternity, Inc.
- Sigma Nu Fraternity, Inc.'s *Risk Reduction Policy*
- LEAD Phase I Session 5: Risk Reduction
- Values Congruent Environments Action Plan

Member(s) of the Alumni Advisory Board meet with the Leadership Consultant during each consultation visit.

- Leadership Consultation Program
- Leadership Consultants
- Leadership Consultant Schedules

Member(s) of Alumni Advisory Board facilitate 4 or more LEAD sessions or other leadership skill training workshops each year.

- The LEAD Program Overview
- LEAD Program FAQ
- LEAD Chairman's Manual (section on Guest Facilitators)
- LEAD Program – Guest Facilitators
- Leadership Resources

Alumni Advisory Board members utilize the Best Practices Library and members are prepared to serve in their current advisory position.

- Alumni Advisory Board Guidelines
- Alumni Advisory Board Overview
- Alumni Best Practices Library (For Alumni)
- Best Practices Library (For Students)

Alumni Advisory Board articulates to new Candidate class that Sigma Nu is an anti-hazing organization and ensures the Candidates understand the definition of hazing as described by The Law of Sigma Nu Fraternity, Inc. and the *Risk Reduction Policy* each semester/quarter.

- The Law of Sigma Nu Fraternity, Inc.
- Sigma Nu Fraternity, Inc.'s *Risk Reduction Policy*
- LEAD Phase I Session 5: Risk Reduction
- Values Congruent Environments Action Plan
- Risk Reduction Affidavit

Member(s) of Alumni Advisory Board review the written Candidate Education Program each semester/quarter.

- Marshal's Manual (sections on The Candidate Education Program)
- LEAD Phase I
- Candidate Education Program Components
- Candidate Development Action Plan

Member(s) of Alumni Advisory Board meet with the Fraternity/Sorority Life advisor each semester/quarter to review chapter goals and objectives.

- Discussion Topics for Campus-Based Professional Staff

Member(s) of Alumni Advisory Board review the chapter's Crisis Management plan with the chapter officers each semester/quarter.

- Risk Reduction Chairman's Manual (section on Crisis Management Plan)
- "We Have a Situation" – A Guide to identifying and dealing with common Chapter scenarios and events
- Values Congruent Environments Action Plan

Member(s) of Alumni Advisory Board correspond with the Division Commander each semester/quarter to review chapter goals and objectives.

- Division Commanders
- Discussion Topics for Division Commanders

Member(s) of Alumni Advisory Board serve as a liaison to the Alumni Chapter and House Corporation, where applicable.

- Alumni Best Practices Library (section on Alumni Engagement)
- Alumni Best Practices Library (section on House Corporations)
- Alumni Chapters

Chapter Advisement

How the Alumni Advisory Board is involved in an advisory capacity to the collegiate chapter.

IDEAL PERFORMANCE PRACTICES

Individual advisors maintain weekly communication with their designated chapter officer(s) to offer mentoring/coaching advice.

- Alumni Best Practices Library (section on Alumni Advisory Boards)
- Alumni Best Practices Library (section on Effective Advising)
- Tips for Working with Individual Chapter Officers
- 10 Ways to be an Effective Alumni Advisor

Member(s) of Alumni Advisory Board provide assistance in advising the Treasurer and his committee on finances.

- Treasurer's Manual
- Important Due Dates
- Chapter Budget Template – Instructions, Semester, Quarter
- Chapter Operations Action Plan

Member(s) of Alumni Advisory Board provide assistance in advising the Recruitment Chairman and his committee and reinforces the message communicated through Values Based Recruitment.

- Recruitment Chairman's Manual
- Values-Based Recruitment
- Recruitment Bluebook
- Sample Master Prospect List
- Recruitment Skills Workshop (presentation)
- Chapter Recruitment Self-Evaluation
- Recruitment and Manpower Action Plan

Member(s) of Alumni Advisory Board provide assistance in advising the LEAD Chairman and his committee in the implementation of the LEAD Program.

- The LEAD Program Overview
- LEAD Chairman's Manual
- LEAD Chairman's Resources
- LEAD Program FAQ
- Brother Development Action Plan

Member(s) of Alumni Advisory Board provide assistance in advising the Social Chairman and his committee.

- Social Chairman's Manual
- Social Planning Guide
- Sigma Nu Fraternity, Inc.'s *Risk Reduction Policy*
- Social Planning Resources

Member(s) of Alumni Advisory Board provide assistance in advising the Risk Reduction Chairman and his committee.

- Risk Reduction Chairman's Manual
- Sigma Nu Fraternity, Inc.'s *Risk Reduction Policy*
- LEAD Phase I Session 5: Risk Reduction
- Social Planning Resources
- Risk Reduction Affidavit

Member(s) of Alumni Advisory Board provide assistance in advising the Alumni Relations Chairman and his committee.

- Alumni Relations Chairman's Manual
- Alumni Newsletter Guide
- Alumni Calendar, Events, and Planner Guide
- Alumni Development Action Plan

Alumni Advisory Board reviews the chapter's academic report each semester/quarter with the chapter officers and provides guidance and support.

- Scholarship Chairman's Manual
- Chapter Scholarship Audit
- All-Chapter LEAD – Module A: Session 3: Scholarship
- Scholarship Key Application
- Scholarship Plan Components
- Intellectual Development Action Plan

Member(s) of Alumni Advisory Board provide assistance in advising the Scholarship Chairman and his committee.

- Scholarship Chairman's Manual
- Chapter Scholarship Audit
- All-Chapter LEAD – Module A: Session 3: Scholarship
- Scholarship Key Application
- Scholarship Plan Components
- Intellectual Development Action Plan

Member(s) of Alumni Advisory Board provide assistance in advising the chapter's community service and philanthropic activities.

- Community Service & Philanthropy Chairman's Manual
- Helping Hand Initiative
- Reflections on Service Guide
- LEAD Phase I, Session 11: Community Service
- LEAD Phase IV, Session 3: Servant Leadership
- Event Report Form
- Service & Philanthropy Tracking Sheet
- Service and Philanthropy Action Plan

A member of the faculty serves on the Alumni Advisory Board as a liaison between the chapter and college/university administration.

- Role of the Faculty Advisor

Chapter Development

How the Alumni Advisory Board is involved in continued development of the collegiate chapter.

IDEAL PERFORMANCE PRACTICES

In partnership with the chapter officers, complete the annual Pursuit of Excellence Program (PEP) evaluation.

- PEP Overview and FAQ
- PEP Evaluation Guidelines
- Pursuit of Excellence Program Resources
- PEP Strategy Session
- PEP Chapter Self-Assessment
- PEP Chapter Improvement Plan Guidelines

Member(s) of Alumni Advisory Board facilitate an officer transition workshop each election cycle.

- All-Chapter LEAD - Module B Session 5: Officer Transition
- Chapter Officer Resources

Member(s) of Alumni Advisory Board facilitate a strategic planning session with measurable goals and objectives with the chapter leadership each semester/quarter.

- All-Chapter LEAD - Module B Session 4: Strategic Planning
- Sigma Nu Talks...Leadership

Alumni Advisory Board monitors the chapter's progress towards the chapter's Pursuit of Excellence submission and becoming a Rock Chapter.

- PEP Overview and FAQ
- PEP Evaluation Guidelines
- Pursuit of Excellence Program Resources
- PEP Strategy Session
- PEP Chapter Self-Assessment
- PEP Chapter Improvement Plan Guidelines

Alumni Advisory Board promotes chapter's participation in campus sponsored leadership development programs.

- All-Chapter LEAD - Module B Session 6: Campus Involvement
- Campus Leadership Action Plan