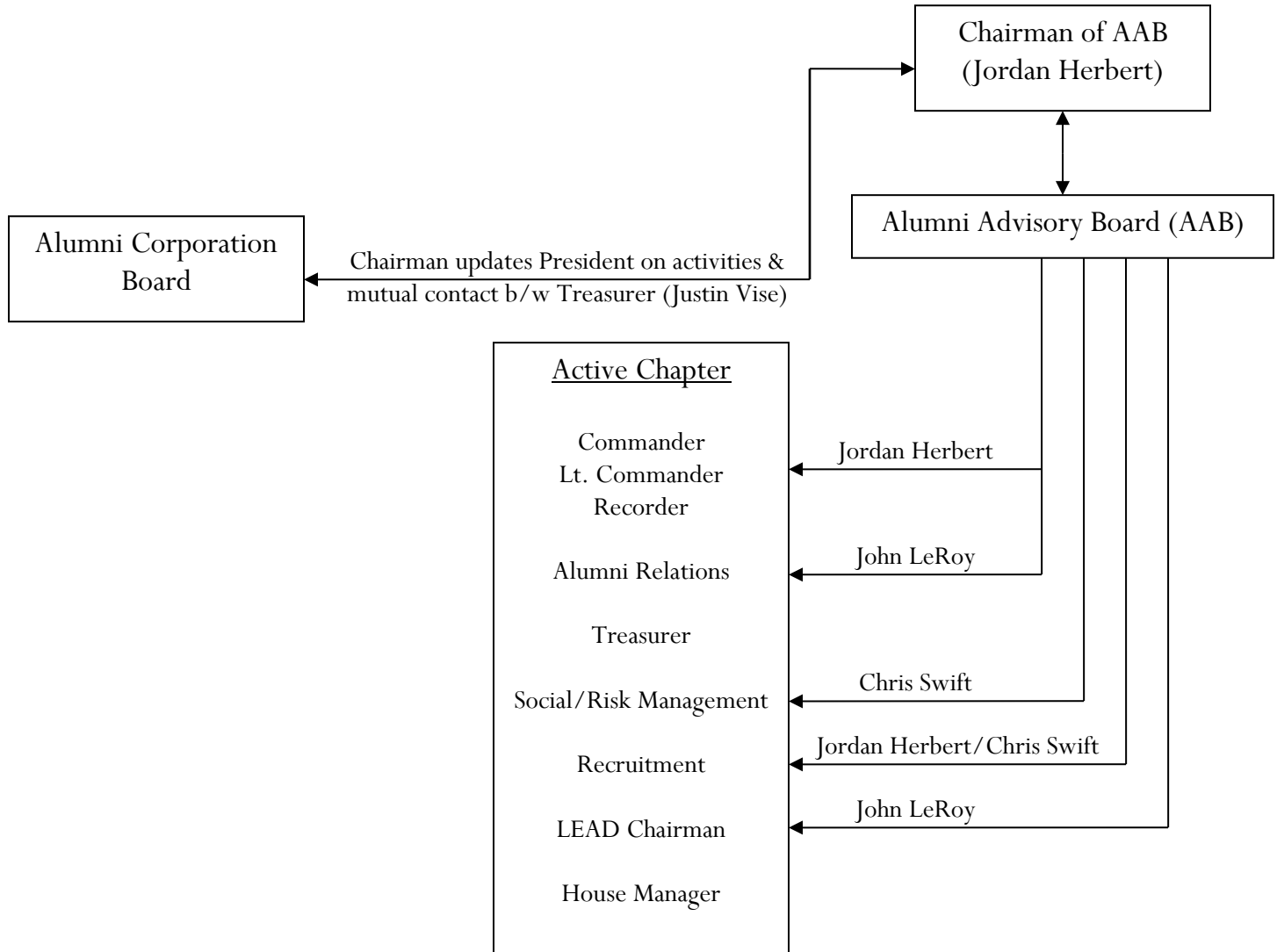




**Nu Chapter, Sigma Nu Fraternity:
Alumni Advisory Board**

Structure & Organization



Explanation

The AAB will be comprised of approximately four members. These include: the chairman (also an advisor) and three other advisors. Each advisor will take one or two areas of chapter operation for which to advise. The form of communication will mainly be by email or phone. The advisors will visit the chapter and attend chapter meetings and other chapter advisor meetings held by the Interfraternity Council (IFC) at KU. The advisors would visit these meetings on rotation, meaning that only one advisor is necessary for each meeting. Additional in person meetings may be set at the discretion of the AAB advisors. Below are the explanations for each advisor.

Chairman of the Board:

- Coordinate the meetings of the AAB (TBD)
- Organize rotation of AAB members' meetings
- Ensure AAB members are maintaining their mentoring relationship with their respective officers
- Maintain contact with General Fraternity with updates on any successes or concerns.
- Monthly email updates to President of BOD and as needed communication

Advisors (the Chairman is included in these sharing of duties):

Chapter Operations:

Executive:

- Work with the executive officers including: Commander; Lt. Commander and Recorder.
- Assist in mentoring these officers in the overall management of the chapter
- Assists in officer transitions and training

Alumni Relations

- Assist Alumni Relations Chairman in establishing alumni events, newsletters, updating alumni contact information, etc.
- Assist in establishing alumni calendar of events
- Review and edit of alumni newsletter

Finance

- Assist Chapter with annual budgeting and financial goal setting
- Assist in establishing payment plans
- General oversight of Chapter finance with Chapter Treasurer
- Also member of BOD (line of communication not shown in Structure & Organization figure)

Social/Risk Management

- Assist Social Chairman in establishing well-balanced social calendar

- Help ensure that Chapter social events are in accordance with University policies as well as Risk Reduction Policy & Guidelines of Sigma Nu Fraternity, Inc.

Recruitment

- Assist Recruitment Chairman with planning of recruitment schedule
- Promote year-round recruitment plan
- Assist with active recruitment of alumni involvement in the Chapter's recruitment process i.e. Wichita event, KC event, etc.

LEAD Advisor

- Assist LEAD Chairman and committee with LEAD program management
- Assist LEAD Chairman with scheduling and facilitator assignments
- Assist LEAD Chairman with guest facilitators

Meetings & Time Commitments, Other Duties

Meetings & Time Commitments

- Semesterly AAB meetings (in person or phone conference)
- Individual Board Members to attend chapter meetings once every two months
- Biweekly or monthly communication with their designated chapter officer
- Facilitation of educational or leadership programming when available
- Attendance of IFC advisor meetings on rotation
- Attendance of other Chapter functions when available

Other Duties

- Maintain a list of candidates who are considered a good fit for the AAB
- Act as liaison to other "non-official advisors" to further the knowledge of respective Chapter officers
- Work to expand the number of advisors, although a maximum of seven (7) advisors is limited
- Elect new members of the AAB yearly, coinciding with turnover of staggered terms
- Elect chairman of AAB yearly, coinciding with election cycles

Term of Membership & Election

Term of Membership

- Terms of the members of the AAB will be staggered by three (3) years
- When elected, the newly elected member begins a term of three (3) years
- A member cannot serve for more than two (2) terms, comprising six (6) years of service to the AAB
- A member can serve as Chairman of the AAB for the entirety of that member's service

Election

- Election for member positions available in each year will be conducted during the month of July
- Members of the remaining AAB not up for election, will vote and select by simple majority new members who are both interested and willing to be a member of the AAB
- All members of the AAB must be present at the time of voting and selection of the new AAB members, except those members being replaced or up for reelection

References

Alumni Advisory Board Mentoring and Advising Undergraduate Chapters

<http://www.sigmanu.org/alumni-and-volunteers/mentoring-and-advising>

Alumni Advisory Board Job Description and Expectations

<http://www.sigmanu.org/alumni-and-volunteers/alumni-advisory-boards>

Role of the Chapter Advisor

<http://www.sigmanu.org/collegiate-members/pursuit-of-excellence>

Pursuit of Excellence Program

<http://www.sigmanu.org/collegiate-members/pursuit-of-excellence>

THE LAW of Sigma Nu Fraternity, Inc.

<http://www.sigmanu.org/file/collegiate-members/officer-resources/commander/the-law-of-sigma-nu-fraternity-inc.pdf>

KU Greek Life Community Standards:

<http://silc.ku.edu/greeklife/communitystandards>