

## Maintaining Alumni Advisory Board Operations

Online technologies such as video conferencing, social media, and other digital platforms will be helpful tools for remaining engaged with the collegiate chapter and associated alumni entities.

Here is what **YOU** can do:

- Review Fraternity communications, information, and resources pertaining to the coronavirus pandemic found on our website at [www.sigmanu.org/coronavirus](http://www.sigmanu.org/coronavirus).
- Alumni Advisory Board members should continue to make themselves available for consultation with a chapter officer by phone, email, or video at regular prearranged intervals.
- Alumni Advisory Board members should continue to meet by phone, email, or video at regular prearranged intervals. Here is a sample [Meeting Agenda](#).
- Assist the chapter in developing a communications plan in order to stay connected to its collegiate members, advisors, and general alumni members.
- Assist chapter officers in transitioning to virtual chapter meetings. Review tips for [Planning the Ultimate Virtual Meeting](#). Also, the General Fraternity has a limited number of Premium Account licenses available for free. Visit [www.sigmanu.org/zoom](http://www.sigmanu.org/zoom) to submit a request for one of these licenses. The Zoom ["Breakout Rooms"](#) function can be an effective tool to facilitate small group discussions as part of a meeting or workshop.
- Encourage chapter officers to hold weekly executive board meetings and assist the chapter officers in determining operational priorities during the coming weeks and months to ensure continued stewardship and leadership for the chapter. Here is a sample [Committee Chairman Report Form](#).
- Enlist other alumni to engage and support the chapter officers and its members.
- Review the [Alumni Best Practices Library](#) for additional operational resources and effective advising tips.
- Correspond with regional volunteers and General Fraternity staff for any additional assistance needed.