



Purpose

The purpose of the Alumni Advisory Board (AAB) is simple:

- Provide professional perspective to undergraduate officers
- Give feedback on action plans to help create a “culture” for long-term success
- Keep the team of alumni up-to-date on colony operations

While these simple tasks will be broken down further below, it is important to remember the three key elements to help ensure long-term success.

Makeup & Overview

Rather than one individual working with an entire chapter or colony, the AAB is a team of 8 to 12 volunteers assembled to share the workload of the traditional Chapter Advisor position. It may include Sigma Nu alumni of the local chapter, as well as local alumni from other chapters. This model creates a larger pool of alumni skills, preventing one or a few individuals from experiencing “burnout.”

Responsibilities and Time Commitment

The time commitment is between three and six hours each month, either in person or via phone. As an advisor, there are three different roles that you will serve, each with specific responsibilities which are described in detail:

- **Working with the AAB:** You will be a part of a high-performing team of volunteers working toward a common goal. This includes:
 - Attending AAB meetings and/or AAB conference calls
 - Assisting the AAB Chairman with organizing and managing the AAB
 - Sharing coaching experiences with the group
 - Holding yourself and others accountable to the team
- **Working with the Colony:** You will be available as a general advisor to the colony at-large. Drawing from your AAB training, as well as your Fraternity and life experiences, this is an opportunity to be a mentor to young men in the colony/chapter. This includes:
 - Being visible to the colony
 - Attending colony meetings – one or two each term
 - Assisting with recruitment (sending referrals, attending recruitment activities, etc.)
 - Facilitating LEAD sessions
 - Knowing and understanding the Fraternity and its programs and policies
 - Attending other appropriate colony functions/activities
- **Working with your Officer:** You will be an advisor to one of the colony/chapter officers. In this role you will become proficient in his area of chapter operations and work with him and his committee in the planning, organizing, and execution of their plans. This role includes:
 - Building a relationship with your officer
 - Keeping regular communication with your officer, in person or via phone
 - Knowing and understanding officer duties and responsibilities
 - Assisting with officer training and officer transitions
 - Being involved with the committee, attending meetings in person and/or via phone
 - Being familiar with Sigma Nu’s laws and policies, including The Law of Sigma Nu Fraternity, Inc. and Sigma Nu’s Risk Reduction Policy and Guidelines.

It is important to deal in specifics. Don’t ask how things are going. Ask for the specific, written plan and calendar for implementation. You will know what is going on and be able to give feedback on specific areas.

AAB Positions

- **AAB Chairman**
 - Manage and organize the AAB
 - Coordinate AAB meetings
 - Coordinate AAB attendance at colony/chapter meetings and functions
 - Ensure that AAB members are working with their respective officers
 - Maintain communication with General Fraternity staff, other alumni groups and university/college officials
- **Chapter Advisor**
 - Train and advise the Eminent Commander, Lieutenant Commander and the Executive Committee
 - Assist the Executive Committee in creating the colony/chapter plan for the upcoming term
 - Assist in the creation of the bylaws and judicial process
- **Financial Advisor**
 - Train and advise the Treasurer and the Finance Committee
 - Assist the Finance Committee in creating a colony/chapter budget for the upcoming term
- **Recruitment Advisor**
 - Train and advise the Recruitment Chairman and Recruitment Committee
 - Assist the Recruitment Committee in creating a year-round recruitment plan
 - Be familiar with and encourage the use of Sigma Nu's Values-Based Recruitment Program
 - Assist in the coordination of alumni referrals and recruitment activities and events with alumni
- **Alumni Relations Advisor**
 - Train and advise the Alumni Relations Chairman and Alumni Relations Committee
 - Assist the Alumni Relations Committee in creating the alumni relations plan
 - Help plan alumni functions; Homecoming, golf outings, etc.
 - Assist in updating the alumni contact list with the General Fraternity
- **Risk Reduction Advisor**
 - Train and advise the Sentinel (Risk Reduction Chairman) and Risk Reduction Committee
 - Assist the Risk Reduction Committee in creating the risk reduction plan
 - Be familiar with and promote education on the *Risk Reduction Policy and Guidelines*
- **LEAD Advisor**
 - Train and advise the LEAD Chairman and LEAD Committee
 - Assist the LEAD Committee in creating the LEAD plan for the upcoming term
 - Help find facilitators for individual LEAD sessions
 - Be familiar with Sigma Nu's LEAD Program
- **Marshal Advisor**
 - Train and advise the Marshal and New Member Education Committee (if applicable)
 - Assist in creating a Candidate Education Program
 - Assist in creating a calendar for the upcoming semester
 - Be familiar with Sigma Nu's LEAD Program
 - Work to ensure that candidate education is free from hazing
- **Community Service and Philanthropy (CSP) Advisor**
 - Train and advise the CSP Chairman and CSP Committee
 - Assist in planning annual philanthropic events
 - Be familiar with the Helping Hand Initiative
 - Be aware of community service resources on campus
 - Assist in creating a fundraising plan for philanthropic efforts



Prior to (Re)colonization

Once the AAB has been assembled, the first step will be AAB training, which will take place over a period of time leading up to the on-site (re)colonization effort. This training format is designed to allow participants to learn and understand the training curriculum over time rather than overwhelm anyone with information. Depending on when the on-site effort is scheduled to begin, training could take place over a period of one to six months.

On-site Effort

The Sigma Nu staff project manager will arrive on campus for the on-site recruitment and training effort. This will be an opportunity for alumni to get involved, meet prospective members, participate in the recruitment process, and establish rapport with new colony members.

- **Recruitment:** A successful recruitment effort involves alumni. Advisors may be invited to attend recruitment activities and interest meetings to demonstrate alumni involvement and participation, as well as to illustrate the benefits of Sigma Nu – lifelong friendships, networking, alumni support, history, and more.
- **Candidate Ceremony:** Shortly after the recruitment process is complete, the candidates will go through the Ritual candidate ceremony, which is typically performed by a local undergraduate chapter or an alumni Ritual team. Regardless of who performs the ceremony, alumni are strongly encouraged to attend the colony's first Ritual experience.
- **Colony Meetings:** A schedule will be created for advisors to attend general colony meetings. At least one alumnus should attend each meeting, with each advisor attending one or two meetings each term. This consistent presence will demonstrate alumni support and keep AAB members up-to-date with the colony and its members.
- **Officer Elections and Training:** Officers will be elected by the colony and subsequently paired with their respective alumni advisors. It is a two-way street in terms of communication, as undergraduates and alumni are equally responsible for reaching out to each other. Advisors will assist with training and begin working with their officer.
- **Officer Meetings:** The first term will be a learning process for both undergraduate officers and alumni advisors alike. Relationship building and regular communication, both via phone and in person when possible, will be the most important factors. These can take almost any form, from business meetings on campus or at the advisor's office, to a lunch or dinner meeting to weekly or bi-weekly calls. The key is: whatever works best for the advisor and the officer.
- **Committee Meetings:** Advisors will be strongly encouraged to attend their officer's committee meetings, especially the first meeting, during which the members will meet each other, discuss how they want to operate as a committee, set a meeting schedule and establish goals and expectations. This will be a great opportunity for the advisor to become "part of the team" and establish rapport with the committee.
- **Social Activities:** During the on-site effort there will be several opportunities to meet and fraternize with colony members, including various meal functions and other activities.

Ongoing Colony Development

A critical time in the colony's development will be the completion of the colony training program and the subsequent departure of the Sigma Nu staff project manager. For the first time, the colony will be "on their own," without the project manager scheduling meetings, planning activities, and providing guidance on a day-to-day basis. At this point it will be very important for the advisory team to step in and fill the gaps, taking an active role in advising the colony.

- **Continued Involvement:** It is imperative that advisors continue to participate, and increase their involvement, in all of the activities that occurred throughout the initial on-site effort and those outlined in the **AAB Description**.
- **1st AAB Meeting:** Ideally, this should take place before the project manager leaves campus to ensure that all the alumni are on the same page, transitioning the daily operations of the colony to the AAB and setting goals for the future.
- **Officer Transitions:** The AAB members will be heavily involved during the officer transitions to ensure stability and consistency in the process. If absent, the AAB member should arrange a time to speak over the phone with both the incoming and outgoing officers to make sure they understand all the ongoing projects and duties of the respective office.
- **AAB Meetings:** Coordinated by the AAB Chairman, at least half, if not all, of these meetings should take place in person (or via conference call, which is also acceptable). These meetings will be an opportunity for the advisory team to review past performance, share coaching experiences, update the AAB on their progress, and set goals for the future. Meetings will be organized and chaired by the AAB Chairman.

Chartering and Beyond

The most critical time in the long-term development will be the transition from colony to chapter, a time when the chapter will firmly establish its traditions, norms, precedents, and organizational behavior. It's during this crucial period that an effective transition take place supported by the AAB.

- **Chartering:** Once the colony's petition is approved for charter they will begin planning their Ritual initiation ceremony and chartering banquet. It is highly recommended that one or more advisors be closely involved in the planning and organization of this large-scale project.
- **Transition to Chapter:** This is a major step for every colony which comes with a number of changes, from using the Fraternity Ritual and having increased financial responsibility, to participation in Sigma Nu's Pursuit of Excellence Program and much more. The goal is to have a smooth transition and, with strong alumni guidance and support, avoid a "post-chartering slump" in the process. A guide for this transition can be obtained from the staff project manager.
- **Strategic Planning:** This is likely the most important long-term planning tool the AAB can assist with. Created and/or updated once the petition is approved, the AAB should be involved from beginning to implementation.
- **Becoming a Rock Chapter:** Ultimately, the goal is for colonies to become Rock Chapters. Ongoing involvement and support from the AAB over time will be a key element not only in obtaining the award, but consistently improving the chapter.
- **Maintaining the AAB:** The AAB will change over time with new advisors joining, tenured advisors moving on, and positions changing. Each advisor is strongly encouraged to help maintain the AAB by working with the AAB Chairman in finding or recruiting a suitable replacement for himself before leaving the board.