



SIGMA NU FRATERNITY
Excelling with Honor

ALUMNI ADVISORY BOARD ASSESSMENT GUIDELINES

The Alumni Advisory Board Assessment is a multi-rater assessment program designed to benchmark a chapter's Alumni Advisory Board on a set of ideal performance practices for operational excellence. The program is designed as a year-round planning and improvement program for our Advisory Boards.

Alumni Advisory Board Assessment is designed to provide a well-rounded and balanced review of each chapter's Alumni Advisory Board by gathering survey information from:

- Alumni Advisory Boards
- Chapter Officers
- Division Commander
- General Fraternity staff

Ideal Performance Practices are divided into three operational areas which 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

Review Process

The annual assessment will use Ideal Performance Practices which define operational excellence for each achievement level from Primary to Excellence. This will create consistency across assessments. This also ensures a focus on reviewing Boards individually rather than trying to rank Boards in relation to one another. Each operational area is reviewed on a four-point scale from Primary to Excellence. A rationale for each rating is communicated to the Alumni Advisory Board along with recommendations for improvement.

The full rating scale is:

PRIMARY

GOOD

VERY GOOD

EXCELLENCE

Form and Function				
Ideal Performance Practices	The make-up of the Alumni Advisory Board and its functions			
	Primary	Good	Very Good	Excellence
	Three (3) advisors serve on the chapter's Alumni Advisory Board	Four or five (4-5) advisors serve on the chapter's Alumni Advisory Board	Six (6) advisors serve on the chapter's Alumni Advisory Board	Seven (7) or more advisors serve on the chapter's Alumni Advisory Board
	Member(s) of Alumni Advisory Board attend chapter meetings once a month	Member(s) of Alumni Advisory Board attend chapter meetings once a month	Member(s) of Alumni Advisory Board attend chapter meetings twice a month	Member(s) of Alumni Advisory Board attend chapter meetings every week
	Member(s) of Alumni Advisory Board attend all candidate and initiation ceremonies	Member(s) of Alumni Advisory Board attend all candidate and initiation ceremonies	Member(s) of Alumni Advisory Board attend all candidate and initiation ceremonies	Member(s) of Alumni Advisory Board attend all candidate and initiation ceremonies
	Alumni Advisory Board meets quarterly or more to review goals and objectives	Alumni Advisory Board meets quarterly or more to review goals and objectives	Alumni Advisory Board meets quarterly or more to review goals and objectives	Alumni Advisory Board meets quarterly or more to review goals and objectives
	Alumni Advisory Board continually identifies, recruits and trains new Board members to ensure the sustainability of the Board	Alumni Advisory Board continually identifies, recruits and trains new Board members to ensure the sustainability of the Board	Alumni Advisory Board continually identifies, recruits and trains new Board members to ensure the sustainability of the Board	Alumni Advisory Board continually identifies, recruits and trains new Board members to ensure the sustainability of the Board
	Alumni Advisory Board reviews <u>The Law of Sigma Nu Fraternity, Inc.</u> , the <i>Risk Reduction Policy</i> , and college/university policy each year	Alumni Advisory Board reviews <u>The Law of Sigma Nu Fraternity, Inc.</u> , the <i>Risk Reduction Policy</i> , and college/university policy each year	Alumni Advisory Board reviews <u>The Law of Sigma Nu Fraternity, Inc.</u> , the <i>Risk Reduction Policy</i> , and college/university policy each year	Alumni Advisory Board reviews <u>The Law of Sigma Nu Fraternity, Inc.</u> , the <i>Risk Reduction Policy</i> , and college/university policy each year
	Member(s) of Alumni Advisory Board meet with the Leadership Consultant during each consultation visit	Member(s) of Alumni Advisory Board meet with the Leadership Consultant during each consultation visit	Member(s) of Alumni Advisory Board meet with the Leadership Consultant during each consultation visit	Member(s) of Alumni Advisory Board meet with the Leadership Consultant during each consultation visit
		Member(s) of Alumni Advisory Board facilitate one (1) LEAD session or other leadership skill training workshop each year	Member(s) of Alumni Advisory Board facilitate two-three (2-3) LEAD sessions or other leadership skill training workshops each year	Member(s) of Alumni Advisory Board facilitate four (4) or more LEAD sessions or other leadership skill training workshops each year

Form and Function (continued)				
The make-up of the Alumni Advisory Board and its functions				
Ideal Performance Practices	Primary	Good	Very Good	Excellence
		Alumni Advisory Board members utilize the Best Practices Library and members are prepared to serve in their current advisory position	Alumni Advisory Board members utilize the Best Practices Library and members are prepared to serve in their current advisory position	Alumni Advisory Board members utilize the Best Practices Library and members are prepared to serve in their current advisory position
		Alumni Advisory Board articulates to new Candidate class that Sigma Nu is an anti-hazing organization and ensures that the Candidates understand the definition of hazing as described by <u>The Law of Sigma Nu Fraternity, Inc.</u> and the <i>Risk Reduction Policy</i> each year	Alumni Advisory Board articulates to new Candidate class that Sigma Nu is an anti-hazing organization and ensures that the Candidates understand the definition of hazing as described by <u>The Law of Sigma Nu Fraternity, Inc.</u> and the <i>Risk Reduction Policy</i> each year	Alumni Advisory Board articulates to new Candidate class that Sigma Nu is an anti-hazing organization and ensures that the Candidates understand the definition of hazing as described by <u>The Law of Sigma Nu Fraternity, Inc.</u> and the <i>Risk Reduction Policy</i> each year
			Member(s) of Alumni Advisory Board review the written Candidate Education Program each year	Member(s) of Alumni Advisory Board review the written Candidate Education Program each semester
			Member(s) of Alumni Advisory Board meet with the Greek Life advisor each year to review chapter goals and objectives	Member(s) of Alumni Advisory Board meet with the Greek Life advisor each semester to review chapter goals and objectives
			Member(s) of Alumni Advisory Board review the chapter's Crisis Management plan with the chapter officers each year	Member(s) of Alumni Advisory Board review the chapter's Crisis Management plan with the chapter officers each semester
			Member(s) of Alumni Advisory Board correspond with the Division Commander each year to review chapter goals and objectives	Member(s) of Alumni Advisory Board correspond with the Division Commander each semester to review chapter goals and objectives
				Member(s) of Alumni Advisory Board serve as a liaison to the Alumni Chapter and House Corporation where applicable

Chapter Advisement				
How the Alumni Advisory Board is involved in the continued advisement of the collegiate chapter				
Ideal Performance Practices	Primary	Good	Very Good	Excellence
	Individual advisors maintain monthly communication with their designated chapter officer(s) to offer mentoring/coaching advice	Individual advisors maintain monthly communication with their designated chapter officer(s) to offer mentoring/coaching advice	Individual advisors maintain biweekly communication with their designated chapter officer(s) to offer mentoring/coaching advice	Individual advisors maintain weekly communication with their designated chapter officer(s) to offer mentoring/coaching advice
		Member(s) of Alumni Advisory Board provide assistance in advising the Treasurer and his committee on finances	Member(s) of Alumni Advisory Board provide assistance in advising the Treasurer and his committee on finances	Member(s) of Alumni Advisory Board provide assistance in advising the Treasurer and his committee on finances
		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	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	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
		Member(s) of Alumni Advisory Board provide assistance in advising the LEAD Chairman and his committee in the implementation of the LEAD Program	Member(s) of Alumni Advisory Board provide assistance in advising the LEAD Chairman and his committee in the implementation of the LEAD Program	Member(s) of Alumni Advisory Board provide assistance in advising the LEAD Chairman and his committee in the implementation of the LEAD Program
			Member(s) of Alumni Advisory Board provide assistance in advising the Social Chairman and his committee	Member(s) of Alumni Advisory Board provide assistance in advising the Social Chairman and his committee
			Member(s) of Alumni Advisory Board provide assistance in advising the Risk Reduction Chairman and his committee	Member(s) of Alumni Advisory Board provide assistance in advising the Risk Reduction Chairman and his committee

Chapter Advisement (continued)				
How the Alumni Advisory Board is involved in the continued advisement of the collegiate chapter				
Ideal Performance Practices	Primary	Good	Very Good	Excellence
			Member(s) of Alumni Advisory Board provide assistance in advising the Alumni Relations Chairman and his committee	Member(s) of Alumni Advisory Board provide assistance in advising the Alumni Relations Chairman and his committee
			Alumni Advisory Board reviews the chapter's academic report each year with the chapter officers and provides guidance and support	Alumni Advisory Board reviews the chapter's academic report each semester with the chapter officers and provides guidance and support
			Member(s) of Alumni Advisory Board provide assistance in advising the Scholarship Chairman and his committee	Member(s) of Alumni Advisory Board provide assistance in advising the Scholarship Chairman and his committee
			Member(s) of Alumni Advisory Board provide assistance in advising the chapter's community service and philanthropic activities	Member(s) of Alumni Advisory Board provide assistance in advising the chapter's community service and philanthropic activities
				A member of the faculty serves on the Alumni Advisory Board as a liaison between the chapter and college/university administration

Chapter Development				
How the Alumni Advisory Board is involved in the continued development of the collegiate chapter				
Ideal Performance Practices	Primary	Good	Very Good	Excellence
	Member(s) of Alumni Advisory Board assist and advise the chapter officers in completing the annual Pursuit of Excellence Program evaluation	Member(s) of Alumni Advisory Board assist and advise the chapter officers in completing the annual Pursuit of Excellence Program evaluation	Member(s) of Alumni Advisory Board assist and advise the chapter officers in completing the annual Pursuit of Excellence Program evaluation	Member(s) of Alumni Advisory Board assist and advise the chapter officers in completing the annual Pursuit of Excellence Program evaluation
	Member(s) of Alumni Advisory Board facilitate an officer transition workshop each election cycle	Member(s) of Alumni Advisory Board facilitate an officer transition workshop each election cycle	Member(s) of Alumni Advisory Board facilitate an officer transition workshop each election cycle	Member(s) of Alumni Advisory Board facilitate an officer transition workshop each election cycle
	Member(s) of Alumni Advisory Board facilitate a strategic planning session with measurable goals and objectives with the chapter leadership each year	Member(s) of Alumni Advisory Board facilitate a strategic planning session with measurable goals and objectives with the chapter leadership each year	Member(s) of Alumni Advisory Board facilitate a strategic planning session with measurable goals and objectives with the chapter leadership each year	Member(s) of Alumni Advisory Board facilitate a strategic planning session with measurable goals and objectives with the chapter leadership each semester
			Alumni Advisory Board monitors the chapter's progress towards the chapter's Pursuit of Excellence submission and becoming a Rock Chapter	Alumni Advisory Board monitors the chapter's progress towards the chapter's Pursuit of Excellence submission and becoming a Rock Chapter
				Alumni Advisory Board promotes chapter's participation in campus sponsored leadership development programs