

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 (AAB) on a set of ideal performance practices for operational excellence. The program is designed as a year-round planning and improvement program for our Alumni Advisory Boards.

The Alumni Advisory Board Assessment is designed to gather survey information from:

- Alumni Advisory Boards
- Chapter Officers
- The Division Commander
- General Fraternity Staff

This is intended to provide a well-rounded and balanced review of each chapter's Alumni Advisory Board.

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 uses [Ideal Performance Practices](#) which define operational excellence and provide feedback for developmental purposes. This will create consistency across assessments and ensure a focus on reviewing AABs 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 provided below.

Primary

Good

Very Good

Excellence

Form and Function				
<i>The make-up of the Alumni Advisory Board and its functions.</i>				
Ideal Performance Practices	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)					
<i>The make-up of the Alumni Advisory Board and its functions.</i>					
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 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 semester.	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 semester.
			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 Fraternity/Sorority Life advisor each year to review chapter goals and objectives.	Member(s) of Alumni Advisory Board meet with the Fraternity/Sorority 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				
<i>How the Alumni Advisory Board is involved in the continued advisement of the collegiate chapter.</i>				
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)				
<i>How the Alumni Advisory Board is involved in the continued advisement of the collegiate chapter.</i>				
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				
<i>How the Alumni Advisory Board is involved in the continued development of the collegiate chapter.</i>				
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.