

Alumni Advisory Board – CHAIRMAN

Responsibilities:

Advise the Alumni Advisory Board members on management and goal setting for the chapter officers. Facilitate regular communication between board members and chapter officers. The Chairman also maintains a relationship with the Division Commander, General Fraternity staff, and Fraternity/Sorority Life professional.

- Coordinate the quarterly meetings of the Alumni Advisory Board
- Coordinate the schedule of chapter meeting attendance by an Alumni Advisory Board member
- Coordinate alumni attendance at candidate and initiation ceremonies
- Coordinate a goal setting retreat for the chapter at the beginning of each semester
- Coordinate an officer transition workshop each election cycle
- Ensure Alumni Advisory Board members are maintaining their mentoring relationship with their respective officers and assessing progress towards goals
- Ensure that each board member is accomplishing position specific goals and expectations
- Provide a written report of quarterly Alumni Advisory Board meetings to chapter officers and Board members
- Regularly review chapter goals and objectives
- Report periodically to the Division Commander on the progress of the Alumni Advisory Board
- Maintain contact with the General Fraternity with updates on any successes or troubles the chapter or Alumni Advisory Board experiences
- Recruit and appoint new Board members to ensure sustainability of the Alumni Advisory Board

Time Commitment

3-6 hours per month. Alumni Advisory Boards will meet at least quarterly to discuss what is happening with the chapter and what specific focus or direction the board needs to provide. Individually, the Alumni Advisory Board Chairman will maintain contact with the other board members to assess progress towards chapter goals and objectives.

Primary Expectations of Alumni Advisory Board Members

- Three or more volunteers will serve on the Alumni Advisory Board
- Member(s) of Alumni Advisory Board attend chapter meetings once a month (or more often)
- Member(s) of Alumni Advisory Board attend all candidate and initiation ceremonies
- Meet quarterly (or more often) to review chapter goals and objectives
- Continually identify, recruit, and train new Board members to ensure the sustainability of the Board
- Review [The Law of Sigma Nu Fraternity, Inc.](#), the [Risk Reduction Policy](#), and relevant college/university policy each year
- Member(s) of the Alumni Advisory Board meet with the [Leadership Consultant](#) during each consultation visit
- Individual advisors maintain monthly communication with their designated chapter officer(s) to offer mentoring/coaching advice
- Member(s) of the Alumni Advisory Board assist and advise the chapter officers in completing the annual [Pursuit of Excellence](#) evaluation
- Facilitate an [officer transition workshop](#) each election cycle
- Facilitate a [strategic planning session](#) with measurable goals and objectives with the chapter officers each year

Resources

[Alumni Advisory Board Overview](#)

[Alumni Best Practices Library](#)

[Alumni Advisory Board Officer Update](#)

[Mentoring and Advising](#)

[Important Due Dates](#)

[Pursuit of Excellence Criteria](#)

[Collegiate Member Best Practice Library](#)

[Goal Setting Workshop](#)

[Strategic Planning Workshop](#)

[Officer Transition Workshop](#)