



**SIGMA NU FRATERNITY**  
Excelling with Honor

## **ALUMNI ADVISORY BOARD IDEAL PERFORMANCE PRACTICES**

Alumni Advisory Board Assessment is divided into three operational areas which will serve as a guide to define excellence for Alumni Advisory Boards.

### **FORM AND FUNCTION**

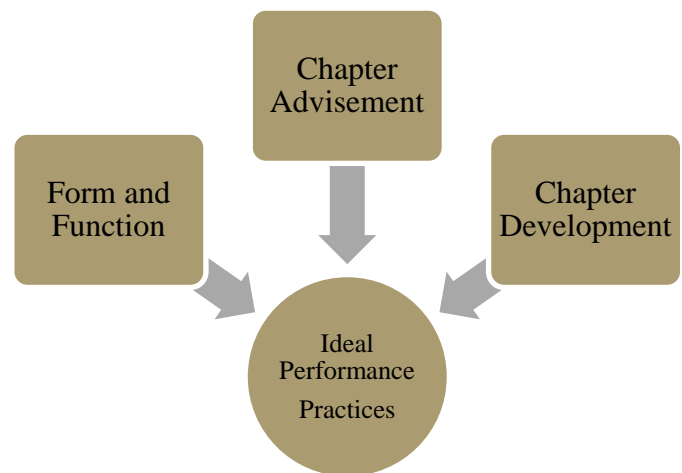
- The make-up of the Alumni Advisory Board and its functions

### **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



The annual assessment will utilize “Ideal Performance Practices” which defines the operational are 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. The full rating scale is:

**PRIMARY      GOOD      VERY GOOD      EXCELLENCE**

A rationale for each rating is communicated to the Alumni Advisory Board along with recommendations for improvement. In addition, the information from the assessment will be communicated back to student leaders and Division Commanders. Finally, General Fraternity staff and Division Commanders will use this feedback to address Alumni Advisory Board development throughout the year.

# ALUMNI ADVISORY BOARDS

## IDEAL PERFORMANCE PRACTICES

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### FORM AND FUNCTION

The make-up of the Alumni Advisory Board and its functions

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#### IDEAL PERFORMANCE PRACTICES

- Seven (7) or more advisors serve on the chapter's Alumni Advisory Board
  - [Alumni Advisory Board Guidelines](#)
  - [Alumni Advisory Board Overview](#)
  - [Recruiting Alumni Advisors](#)
  - [8 Steps to Successful Alumni Advisory Board Recruitment](#)
- Member(s) of Alumni Advisory Board attend chapter meetings every week
  - [Sample Alumni Advisory Board Calendar](#)
  - [Alumni Advisory Board Communication Tips](#)
  - [Tips for Working with Individual Chapter Officers](#)
- Member(s) of Alumni Advisory Board attend all candidate and initiation ceremonies
  - [Chaplain's Manual](#) (section on Utilizing the Ritual)
  - [LEAD Phase I Session 10: The Ritual – The End...The Beginning](#)
  - [Pursuit of Excellence – Brother Development](#)
- Alumni Advisory Board meets quarterly or more to review goals and objectives
  - [Sample Alumni Advisory Board Calendar](#)
  - [Alumni Advisory Board Meeting Agenda](#)
  - [Alumni Advisory Board Meeting Tips](#)
- Alumni Advisory Board continually identifies, recruits, and trains new Board members to ensure the sustainability of the Board
  - [Recruiting Alumni Advisors](#)
  - [8 Steps to Successful Alumni Advisory Board Recruitment](#)
  - [Alumni Year-Round Recruitment Checklist](#)
  - [Why Do Alumni Volunteer?](#)
  - [Sample Alumni Advisory Board Recruitment Letter](#)
- Alumni Advisory Board reviews [The Law of Sigma Nu Fraternity, Inc.](#), the *Risk Reduction Policy*, and college/university policy each year
  - [The Law of Sigma Nu Fraternity, Inc.](#)
  - [Sigma Nu Fraternity, Inc.'s Risk Reduction Policy](#)
  - [LEAD Phase I Session 5: Risk Reduction](#)
  - [Pursuit of Excellence - Values Congruent Environments](#)
- Member(s) of the Alumni Advisory Board meet with the Leadership Consultant during each consultation visit
  - [Leadership Consultation Program](#)
  - [Chapter Consultation & Support](#)
  - [Leadership Consultants](#)
  - [Leadership Consultant Schedules](#)
  - [Consultation Menu](#)
  - [Consultation Musts](#)
- Member(s) of Alumni Advisory Board facilitate 4 or more LEAD sessions or other leadership skill training workshops each year
  - [The LEAD Program Overview](#)
  - [LEAD Program FAQ](#)
  - [Leadership Resources](#)
  - [LEAD Chairman's Manual](#) (section on Guest Facilitators)
  - [LEAD Program – Guest Facilitators](#)

## ALUMNI ADVISORY BOARDS

### IDEAL PERFORMANCE PRACTICES

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- Alumni Advisory Board members utilize the Best Practices Library and members are prepared to serve in their current advisory position
  - [Alumni Advisory Board Guidelines](#)
  - [Alumni Advisory Board Overview](#)
  - [Alumni Best Practices Library](#) (For Alumni)
  - [Best Practices Library](#) (For Students)
- Alumni Advisory Board articulates to new Candidate class that Sigma Nu is an anti-hazing organization and ensures the Candidates understand the definition of hazing as described by The Law of Sigma Nu Fraternity, Inc. and the *Risk Reduction Policy* each semester
  - [The Law of Sigma Nu Fraternity, Inc.](#)
  - [Sigma Nu Fraternity, Inc.'s Risk Reduction Policy](#)
  - [LEAD Phase I Session 5: Risk Reduction](#)
  - [Risk Reduction Affidavit](#)
  - [Pursuit of Excellence - Values Congruent Environments](#)
- Member(s) of Alumni Advisory Board review the written Candidate Education Program each semester
  - [Marshal's Manual](#) (sections on The Candidate Education Program)
  - [LEAD Phase I](#)
  - [Candidate Education Program Components](#)
  - [Pursuit of Excellence - Candidate Development](#)
- Member(s) of Alumni Advisory Board meet with the Fraternity/Sorority Life advisor each semester to review chapter goals and objectives
  - [Discussion Topics for Campus Based Professional Staff](#)
- Member(s) of Alumni Advisory Board review the chapter's Crisis Management plan with the chapter officers each semester
  - [Risk Reduction Chairman's Manual](#) (section on Crisis Management Plan)
  - ["We Have a Situation" – A Guide to identifying and dealing with common Chapter scenarios and events](#)
  - [Pursuit of Excellence - Values Congruent Environments](#)
- Member(s) of Alumni Advisory Board correspond with the Division Commander each semester to review chapter goals and objectives
  - [Division Commanders](#)
  - [Discussion Topics for Division Commanders](#)
- Member(s) of Alumni Advisory Board serve as a liaison to the Alumni Chapter and House Corporation where applicable
  - [Alumni Best Practices Library](#) (section on Alumni Engagement)
  - [Alumni Best Practices Library](#) (section on House Corporations)
  - [Alumni Chapters](#)

**ALUMNI ADVISORY BOARDS**  
**IDEAL PERFORMANCE PRACTICES**

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## **CHAPTER ADVISEMENT**

How the Alumni Advisory Board is involved in an advisory capacity to the collegiate chapter

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### **IDEAL PERFORMANCE PRACTICES**

- Individual advisors maintain weekly communication with their designated chapter officer(s) to offer mentoring/coaching advice
  - [Alumni Best Practices Library](#) (section on Alumni Advisory Boards)
  - [Alumni Best Practices Library](#) (section on Effective Advising)
  - [Tips for Working with Individual Chapter Officers](#)
  - [10 Ways to be an Effective Alumni Advisor](#)
- Member(s) of Alumni Advisory Board provide assistance in advising the Treasurer and his committee on finances
  - [Treasurer's Manual](#)
  - [Important Due Dates](#)
  - [Chapter Budget Template](#)
  - [Pursuit of Excellence - Chapter Operations](#)
- 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
  - [Recruitment Chairman's Manual](#)
  - [Values-Based Recruitment](#)
  - [Recruitment Bluebook](#)
  - [Recruitment Programs](#)
  - [The Recruitment Resources](#)
  - [Pursuit of Excellence – Recruitment and Manpower](#)
- Member(s) of Alumni Advisory Board provide assistance in advising the LEAD Chairman and his committee in the implementation of the LEAD Program
  - [The LEAD Program Overview](#)
  - [LEAD Program FAQ](#)
  - [Leadership Resources](#)
  - [LEAD Chairman's Manual](#)
  - [Pursuit of Excellence – Brotherhood Development](#)
- Member(s) of Alumni Advisory Board provide assistance in advising the Social Chairman and his committee
  - [Social Chairman's Manual](#)
  - [Social Planning Guide](#)
  - [Sigma Nu Fraternity, Inc.'s Risk Reduction Policy](#)
  - [Pursuit of Excellence - Values Congruent Environments](#)
- Member(s) of Alumni Advisory Board provide assistance in advising the Risk Reduction Chairman and his committee
  - [Risk Reduction Chairman Manual](#)
  - [Sigma Nu Fraternity, Inc.'s Risk Reduction Policy](#)
  - [LEAD Phase I Session 5: Risk Reduction](#)
  - [Risk Reduction Affidavit](#)
  - [Pursuit of Excellence - Values Congruent Environments](#)

## ALUMNI ADVISORY BOARDS IDEAL PERFORMANCE PRACTICES

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- Member(s) of Alumni Advisory Board provide assistance in advising the Alumni Relations Chairman and his committee
  - [Alumni Relations Chairman's Manual](#)
  - [Alumni Newsletter Guide](#)
  - [Alumni Calendar, Events, and Planner Guide](#)
  - [Pursuit of Excellence - Alumni Development](#)
- Alumni Advisory Board reviews the chapter's academic report each semester with the chapter officers and provides guidance and support
  - [Scholarship Chairman Manual](#)
  - [Chapter Scholarship Audit](#)
  - [Scholarship All-Chapter LEAD Session](#)
  - [Scholarship Key Application](#)
  - [Scholarship Plan Components](#)
  - [Pursuit of Excellence - Intellectual Development](#)
- Member(s) of Alumni Advisory Board provide assistance in advising the Scholarship Chairman and his committee
  - [Scholarship Chairman Manual](#)
  - [Chapter Scholarship Audit](#)
  - [Scholarship All-Chapter LEAD Session](#)
  - [Scholarship Key Application](#)
  - [Scholarship Plan Components](#)
  - [Pursuit of Excellence - Intellectual Development](#)
- Member(s) of Alumni Advisory Board provide assistance in advising the chapter's community service and philanthropic activities
  - [Community Service & Philanthropy Chairman Manual](#)
  - [Helping Hand Initiative](#)
  - [Reflections on Service Guide](#)
  - [LEAD Phase I Session 11: Community Service](#)
  - [LEAD Phase IV Session 3: Servant Leadership](#)
  - [Event Report Form](#)
  - [Service & Philanthropy Tracking Sheet](#)
  - [Pursuit of Excellence - Service and Philanthropy](#)
- A member of the faculty serves on the Alumni Advisory Board as a liaison between the chapter and college/university administration
  - [Role of the Faculty Advisor](#)

**ALUMNI ADVISORY BOARDS**  
**IDEAL PERFORMANCE PRACTICES**

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## **CHAPTER DEVELOPMENT**

How the Alumni Advisory Board is involved in continued development of the collegiate chapter

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### **IDEAL PERFORMANCE PRACTICES**

- In partnership with the chapter officers, complete the annual Pursuit of Excellence Program evaluation
  - [Pursuit of Excellence Program Overview and FAQ](#)
  - [Pursuit of Excellence Program – Standards and Criteria for Excellence](#)
  - [Pursuit of Excellence Program Resources](#)
  - [Pursuit of Excellence Program – Strategy Session](#)
  - [Pursuit of Excellence Program Chapter Self-Assessment Session](#)
  - [Pursuit of Excellence Program – Chapter Improvement Plan Guidelines](#)
- Member(s) of Alumni Advisory Board facilitate an officer transition workshop each election cycle
  - [All Chapter LEAD – Module B Session 5: Officer Transition](#)
  - [Chapter Officer Resources](#)
- Member(s) of Alumni Advisory Board facilitate a strategic planning session with measurable goals and objectives with the chapter leadership each semester
  - [All Chapter LEAD – Module B Session 4: Strategic Planning](#)
  - [Sigma Nu Talks...Leadership](#)
- Alumni Advisory Board monitors the chapter's progress towards the chapter's Pursuit of Excellence submission and becoming a Rock Chapter
  - [Pursuit of Excellence Program Overview and FAQ](#)
  - [Pursuit of Excellence Program – Standards and Criteria for Excellence](#)
  - [Pursuit of Excellence Program Resources](#)
  - [Pursuit of Excellence Program – Strategy Session](#)
  - [Pursuit of Excellence Program – Chapter Self-Assessment Session](#)
  - [Pursuit of Excellence Program – Chapter Improvement Plan Guidelines](#)
- Alumni Advisory Board promotes chapter's participation in campus sponsored leadership development programs
  - [All Chapter LEAD – Module B Session 6: Campus Involvement](#)
  - [Pursuit of Excellence – Campus Leadership](#)