

# Alumni Relations Advisor

## Expectations

Advise the Alumni Relations Chairman on management and goal setting for the alumni relations program.

- Train and advise the Alumni Relations Chairman and Committee to ensure each new Alumni Relations Chairman is familiar with the chapter's alumni relations program.
- Maintain weekly contact with the Alumni Relations Chairman.
- Assist the Alumni Relations Chairman with a written alumni relations plan that includes alumni events, newsletters, awards, and participation in chapter activities.
- Assist the Alumni Relations Chairman in establishing an alumni calendar of events.
- Conduct active recruitment of alumni involvement at chapter events.
- Conduct final review of alumni newsletter.
- Regularly communicate with the Alumni Advisory Board Chairman.
- Present Alumni Relations best practices to the chapter.

## Resources

### AAB Resources:

- [Alumni Advisory Board Overview](#)
- [Alumni Best Practices Library](#)
- [Role of Chapter Advisors](#)
- [Mentoring and Advising](#)

### Collegiate Chapter Resources:

- [Collegiate Officer Resources](#)
- [The LEAD Program](#)
- [Pursuit of Excellence Program \(PEP\)](#)
- [PEP Evaluation Guidelines](#)
- [Best Practices Library](#)
- [Leadership Consultant Program](#)
- [The Law of Sigma Nu Fraternity, Inc.](#)
- [Risk Reduction Policy](#)
- [Officer Transition Resources](#)
- [Officer Transition Workshop](#)
- [Sigma Nu Institute](#)

### Alumni Relations Chairman's Resources:

- [Alumni Relations Chairman's Officer Resource page \(sigmanu.org/alumnirelations/chairman\)](#)
- [Alumni Relations Chairman's Manual](#)
- [Alumni Development Action Plan](#)
- [Alumni Newsletter Guide](#)
- [Alumni Calendar, Events, and Planner Guide](#)
- [Sigma Nu Mentor Network](#)

## Primary Expectations of AAB 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 policies 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.

### Time Commitment

Three to six (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 Relations Advisor will maintain contact with the Alumni Relations Chairman and Committee and assist them as needed. Weekly contact should be maintained.