

Alumni Advisory Board – ALUMNI RELATIONS ADVISOR

Responsibilities:

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

- Train and advise the Alumni Relations Chairman and Alumni Relations Committee to ensure each new Alumni Relations Chairman is familiar with the chapter's Alumni Relations program
- Maintain weekly contact with the chapter 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

Time Commitment

3-6 hours per month. Alumni Advisory Boards will meet quarterly (or more often) 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 Alumni Relations Committee and assist them as needed. Weekly contact should be maintained.

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](#)

[Role of Chapter Advisors](#)

[Mentoring and Advising](#)

[Office of Alumni Relations Chairman Manual](#)

[Officer Resources – Alumni Relations Chairman](#)

[Alumni Newsletter Guide](#)

[Alumni Calendar, Events, and Planner Guide](#)

[Important Due Dates](#)

[Pursuit of Excellence Criteria](#)

[Collegiate Member Best Practices Library](#)

[Chapter Officer Transition Checklist](#)