

Alumni Advisory Board – LEAD ADVISOR

Responsibilities:

Advise the LEAD Chairman on program management, recruiting and scheduling of facilitators, and goal setting for the LEAD Program.

- Train and advise the LEAD Chairman and LEAD Committee to ensure each new LEAD Chairman is familiar with the chapter's LEAD program
- Maintain weekly contact with the LEAD Chairman
- Assist the LEAD Chairman with active recruitment of guest facilitators
- Assist the LEAD Chairman with scheduling and facilitator assignments
- Assist the Marshal with Candidate Education Program (scheduling, format, etc.)
- Work to ensure that Candidate education is in accordance with anti-hazing policies of Sigma Nu Fraternity, Inc., college/university policies, as well as state and federal policies
- Regularly communicate with the Alumni Advisory Board Chairman
- Present LEAD 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 LEAD Advisor will maintain contact with the LEAD Chairman and LEAD 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](#)

[The LEAD Program](#)

[Office of LEAD Chairman Manual](#)

[Officer Resources – LEAD Chairman](#)

[LEAD Completion Certificate Order](#)

[LEAD Myths and Misconceptions](#)

[Important Due Dates](#)

[Pursuit of Excellence Criteria](#)

[Collegiate Member Best Practice Library](#)

[Chapter Officer Transition Checklist](#)