

Alumni Advisory Board – RECRUITMENT ADVISOR

Responsibilities:

Advise the Recruitment Chairman and his committee on program management and goal setting for the chapter's Recruitment program.

- Train and advise the Recruitment Chairman and Recruitment Committee to make sure that each new Recruitment Chairman is familiar with the chapter's recruitment program
- Maintain weekly contact with the chapter Recruitment Chairman
- Promote year-round recruitment plan and Values-Based Recruitment philosophy
- Regular communication with the Alumni Advisory Board Chairman
- Present recruitment programming 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 Recruitment Advisor will maintain contact with the Recruitment Chairman and Recruitment 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](#)

[Values-Based Recruitment](#)

[The Recruitment Bluebook](#)

[Bluebook for Alumni](#)

[Office of Recruitment Chairman Manual](#)

[Officer Resources – Recruitment Chairman](#)

[Recruitment Skills Workshop](#)

[Important Due Dates](#)

[Pursuit of Excellence Criteria](#)

[Collegiate Member Best Practice Library](#)

[Chapter Officer Transition Checklist](#)