

# Alumni Advisory Board – SOCIAL & RISK REDUCTION ADVISOR

## Responsibilities:

Advise the Social Chairman and Risk Reduction Chairman on the management and goal setting of the social and risk reduction program.

- Train and advise the Social and Risk Reduction Chairmen and their Committees to ensure all members are familiar with the chapter's social and risk reduction programs
- Maintain weekly contact with the Social and Risk Reduction Chairmen
- Assist the Social and Risk Reduction Chairmen with written social and risk reduction plans
- Assist the Social Chairmen in establishing a well-balanced social calendar
- Help to ensure that chapter social events are conducted in accordance with college/university policies, as well as the [Risk Reduction Policy](#)
- Assist Risk Reduction Chairman in establishing member education plan of all pertinent risk management policies affecting chapter
- Regularly review the chapter's crisis management plan with the chapter officers
- Regularly communicate with the Alumni Advisory Board Chairman
- Present social and risk reduction 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 Social and Risk Reduction Advisor will maintain contact with the Social and Risk Reduction Chairmen and their 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 Social Chairman Manual](#)

[Officer Resources – Social Chairman](#)

[Office of Risk Reduction Chairman Manual](#)

[Officer Resources – Risk Reduction Chairman](#)

[Risk Reduction Policy](#)

[Important Due Dates](#)

[Pursuit of Excellence Criteria](#)

[Collegiate Member Best Practices Library](#)

[Chapter Officer Transition Checklist](#)