



Sigma Nu Fraternity • Theta Kappa Alumni Advisory Board (AAB) • Georgia Southern University
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Theta Kappa Advisor & Volunteer Transition Guide

At Theta Kappa, we believe fully in the vision (Excelling with Honor) and mission of Sigma Nu Fraternity: 1) To develop ethical leaders inspired by the principles of Love, Honor and Truth; 2) To foster the personal growth of each man's mind, heart and character; and 3) To perpetuate lifelong friendships and commitment to the Fraternity. We believe in order to fully accomplish this it requires an engaged advisory and volunteer team to help mentor our young men and shape our young leaders. To help sustain this we have created an onboarding program for volunteers and advisors to help them be successful in this role. It starts with a commitment to a simple code of conduct and progresses thru training and orientation of Sigma Nu systems. While it may seem like a lot, it does not take a lot of time and can be done in 30 days or less – it is helpful, so you know where to get stuff. We believe almost any alumnus can be successful as an advisor and will get as much out of it or more than the advisees get.

1. Sign & return the Alumnus Code of Conduct (attached)
2. Review the “Role of the Advisor” webpage:
 - a. <http://www.sigmanu.org/alumni-and-volunteers/chapter-advisors/role-of-chapter-advisors>.
 - b. Under the Law of Sigma Nu all members of the AAB are considered “Chapter Advisors”, so they are technically appointed by the Executive Director upon the recommendation of the Division Commander.
 - c. We stand by that rule, so it is followed.
 - d. This is administered by the Executive Director and Director, Alumni Volunteers, through the Chairman, AAB, or the Chapter Advisor, but we all serve at the leisure of the Executive Director.
3. Review the Alumni & Volunteer Resource Guide (attached)
4. Review the Sigma Nu website in regards to AAB & Alumni Best Practices to familiarize yourself.
 - a. <http://www.sigmanu.org/alumni-and-volunteers/alumni-advisory-boards>.
 - b. <http://www.sigmanu.org/alumni-and-volunteers/alumni-best-practices-library>.
5. Complete GreekLife.EDU as an alumnus. We will set this up with the staff for you to access.
6. Review the Law & the Risk Reduction Policy (attached). Then schedule and have a conversation with John Austin, our Legal & Risk Reduction Advisor. He will have some more for you, such as the Risk Management Plan.
7. Schedule and have a conversation with myself (Chairman) and Larry Sands (Vice Chairman). Others are available if we are not readily available.
8. At this point you will be added to the AAB contact list if not already added. We need a good quality headshot and we would like a profile of you for the website.
9. Once you move into a role advising a specific officer you should download and review that officer manual(s).

Once this is completed I will notify the Executive Director & Director of Volunteer Programs that you are joining the AAB and that the AAB has agreed with your appointment.

As you begin your role, we believe it is best to start as an ad hoc member of the board until you or our team finds the right fit for your time available and areas of interest – this is kind of like a “settling in” period.

Here are some of the things that help make and maintain a good advisement role with Theta Kappa.

1. A genuine interest in helping our young men and chapter grow and develop.
2. A commitment to the Alumni & Volunteer Code of Conduct. Act the part, be the part.
3. A commitment to be a “student of quality advisement and best practices”. This is a dynamic role – things change.
4. Active participation in the advisory board or volunteer programs.
5. As an advisor:
 - a. We schedule 5-6 on-site meetings per year – attendance in as many as possible, but not less than 75%. These meetings have a business meeting and a working session to collaborate with officers and collegiates.
 - b. We conduct a monthly conference call for advisors & volunteers – attendance in as many as possible, but not less than 75%. It usually lasts 30-45 minutes and is usually the first Tuesday of the month.
 - c. Conduct periodic calls or meetings with your advised officer(s) or committee(s). Communicate actively with the advisee. The cadence depends on the time of year, priorities, and the type position, but usually every 2-3 weeks or less. Maintain good email communications and to be responsive. Follow-up on items agreed to.
 - d. Attend at least one chapter meeting, retreat, recruitment event, or parent's weekend each year.
 - e. Facilitate at least one LEAD session per year. May be a co-facilitation.
 - f. Communicate regularly with the Chairman or Vice Chairman of the Alumni Advisory Board.
 - g. Attend a local Sigma Nu conclaves or Grand Chapter, if possible.