

## *Advisory Board Communication Tips*

The Alumni Advisory Board must stay in **constant communication** with each other. It is very important that each advisor is informed about chapter **specifics** so that he will make informed decisions when attending chapter meetings.

The chapter recorder should **send to each advisor** a copy of the **minutes** from each chapter meeting. This can be done via e-mail.

Another good communication tool is an **Alumni Advisory Board notebook**. This notebook can be kept by the chapter Commander and given to the advisor **attending** each chapter meeting. The advisor in attendance takes notes of important events and issues that should be **followed up** on at the **next Alumni Advisory Board meeting**. Anything pertinent should be reported to all board members immediately.