

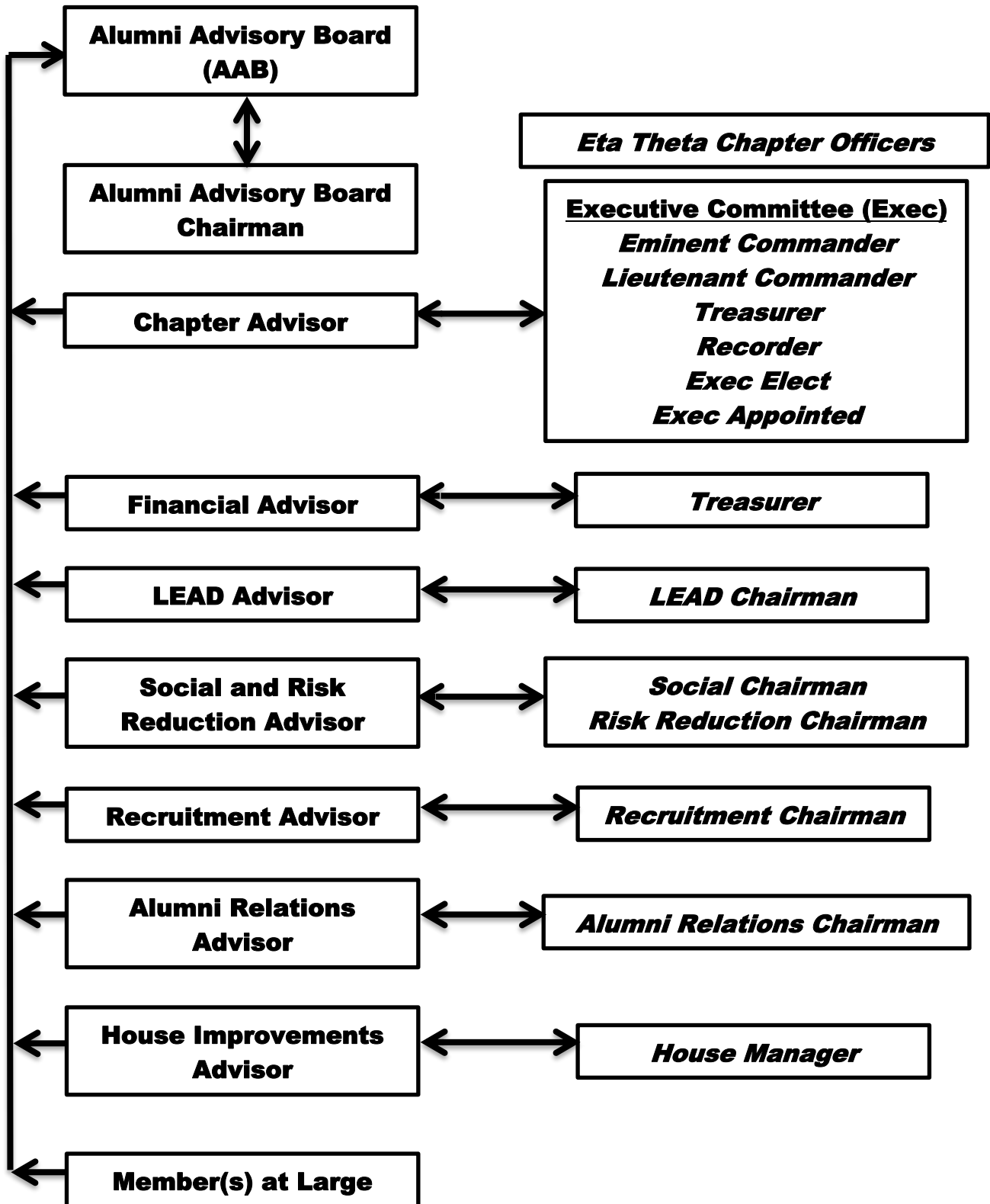
Eta Theta Chapter of Sigma Nu Fraternity

Alumni Advisory Board Structure and Organization

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Structure and Organization



Purpose and Overview

Purpose

- Advise, guide, and mentor collegiate members and officers
- Provide ongoing support for the chapter and its officers through periods of transition
- Create long-term continuity among the chapter and alumni
- Preserve organizational knowledge from year to year

Overview

- The Alumni Advisory Board (AAB) is an entity that will share the workload of the traditional Chapter Advisor position. In place of one individual working with the chapter, a board of multiple (8 or more) alumni will assemble to serve this role. The board should be at least 8 members strong, or one board member for each chapter officer/committee. One board member will serve as the Chairman of the Board to coordinate all communication and future meetings among the Board.

General Responsibilities

- Each advisor of the board will be responsible for training and advising one collegiate officer and/or committee. The advisor will become an expert in his area of chapter operations and will help maintain continuity through officer transitions and long-term planning in the area.
- The advisor is expected to be involved with the officer's committee. The advisor is not expected to attend every committee meeting; however, he is expected to attend committee meetings when possible, as well as provide advice, assistance, and encouragement between visits.
- Each advisor is expected to maintain regular interaction with collegiate members and their respective committees
- They are expected to attend AAB meetings regularly (extenuating circumstances excluded)
- Advisors are expected to attend weekly Chapter meetings on Monday nights at 7pm, on a rotation determined by the AAB
- Facilitate educational and leadership programming when available

Alumni Advisory Board Duties

Alumni Advisory Board Chairman

- Organize and plan meetings of the AAB and the Active Chapter Officers
- Ensure AAB members maintain communication and mentoring relationships with their respective active officers
- Maintain contact with the General Fraternity with updates and membership
- Maintain monthly contact with the Eta Theta Chapter alumni with AAB information
- Meet with the Sigma Nu National Consultant when the Consultant visits the Chapter

Chapter Advisor

- Assist in mentoring the Executive Council with overall management of the Chapter
- Assist with officer transitions and training

Financial Advisor

- Assist the Chapter with annual budgeting and financial goal setting
- Assist in establishing payment plans
- General oversight of Chapter finance with Chapter Treasurer

LEAD Advisor

- Assist the LEAD chairman and LEAD committee with LEAD management
- Assist the LEAD chairman with scheduling the LEAD Program
- Assist the LEAD chairman with contacting guest facilitators
- Keep up to date on resources available from nationals and help to incorporate them into the chapter
- Be a liaison between the national LEAD consultant and chapter LEAD officer

Social and Risk Reduction Advisor

- Assist the Social Chairman in establishing well-balance social calendar
- Help ensure that the chapter social events are in accordance with the policies of NDSU and the Risk Reduction Policy and Guidelines of Sigma Nu Fraternity, Inc.

Recruitment Advisor

- Assist the recruitment chairman with planning of recruitment schedules
- Promote year-round recruitment
- Promote Values-Based Recruitment (VBR)
- Assist with active recruitment and alumni involvement in the Chapter's recruitment process

Alumni Relations Advisor

- Assist the Alumni Relations Chairman in establishing Alumni events, newsletters, updating Alumni contact information, etc...
- Assist in establishing an Alumni calendar of events
- Review and edit of the Alumni Newsletter

House Improvements Advisor

- Assist the House Manager with assessments of the structural soundness of the Chapter house
- Aid in the scheduling of maintenance including roof shingle inspections, exterior/interior wall cracking, plumbing and heating, etc...
- Keep an on-going record of structural issues and performed maintenance
- Assist the House Manager in determining major projects for each semester
- Keep records of local maintenance contacts including plumbers, contractors, carpet cleaners, roofers, etc...
- Assist the House Manager in creating a work proposal for Housing Corporation meetings

Member(s) at Large

- Participate in meetings where possible
- Maintain contact with the AAB on a regular basis (by phone, e-mail, or personal conversation/meeting)
- When applicable, assist the AAB Advisors with duties
 - Members at Large may be assigned “Assistant” positions under one of the eight Advisor positions
 - Assist the Advisor with brainstorming and goal setting
 - Maintain contact with the Advisor and follow-up on goals set in previous meetings

Terms of Membership and Election

AAB membership is on a voluntary basis. Advisors must show a willingness to cooperate with the rest of the board and the active chapter, and play an active role in their position. Members are to serve for a minimum of one scholastic semester.

- In the event that a majority of AAB Advisory positions are vacant, the Eta Theta Housing Corporation shall be contacted to assist the remaining AAB members. Eta Theta Housing Corporation members will have an equal vote to the remaining AAB members for election of new advisors.
- In the event of an opening on the board, a current AAB Advisor will fill the role on an interim basis until an alumni volunteer fills the position. If two or more people are interested in the open position, volunteer candidates will be allowed to speak on their behalf at the next AAB or Large Group Meeting. The members of the AAB will vote for a candidate under a simple majority vote (51% or more).
- If an advisor is lacking in their duties, a member of the board or an active officer may petition the AAB Chairman or Chapter Advisor to bring the questioned Advisor to review. The AAB member or active must submit a written letter describing the areas where the advisor has failed in their duties, provide a penalty (such as removal from the board), and explain their reasoning. The advisor shall be contacted by e-mail and phone to address the issue (by the Chairman or Chapter Advisor) and given an opportunity to defend against the accusations brought forth in the written letter. A discussion of the Advisor's performance shall occur at the next subsequent AAB or Large Group Meeting, and a vote may be held to remove the advisor from membership on the AAB. Removal may only apply under a 2/3 (66%) vote in favor of removal.

Meetings

The AAB will meet four times per scholastic semester, in accordance with the North Dakota State University scholastic year. The AAB will have two meetings with the officers of the active chapter and two meetings independent of the chapter. Meetings between the Active chapter and the AAB will be referred to as “AAB Large Group Meetings,” while meetings among the AAB members will be referred to as “AAB Meetings.” AAB Meetings will be planned on a tentative basis, pending the availability Advisors. AAB Large Group Meetings will be planned to coincide with the Eta Theta Chapter’s semester formals and Initiations. Future meeting times, dates, and locations are to be finalized at each meeting.

Meetings are to be tentatively scheduled for the following times:

- Spring Semester
 - AAB Meeting: January
 - AAB Large Group Meeting: Morning of White Rose Formal (Early February)
 - AAB Meeting: March
 - AAB Large Group Meeting: Morning of Initiation (Late April)
- Summer Semester
 - Optional
- Fall Semester
 - AAB Meeting: September
 - AAB Large Group Meeting: Morning of Homecoming Formal (Early October)
 - AAB Meeting: November
 - AAB Large Group Meeting: Morning of Initiation (Early December)

AAB meetings will serve as planning sessions, discussions, goal setting, and progress checks for the AAB officers. Large Group meetings will serve to collaborate with the Active chapter in fulfilling duties to the AAB and the Chapter. The AAB Chairman will lead all meetings, with the Chapter Advisor serving as an interim replacement when needed. Roberts Rules of Order and Parliamentary Procedure shall be followed to within reason. Open discussions and discussion groups will be held in an open-forum manner.

AAB and Large Group Meeting Agenda

The following will serve as the general format for all meetings. Sections III and IV may be omitted during Alumni Advisory Board Meetings.

I. Call to order

- Roll Call
- Reading and approval of minutes from last meeting

II. Alumni Advisory Board Member Reports

- Reports from each Board Member should be 5 minutes or less, and should cover pertinent issues of the office as they pertain to the chapter or Board, concerns or issues with the particular office or officer, and highlights of the officer or his area.
- a. Alumni Advisory Board Chairman*
 - Should review the AAB notebook from chapter meetings and discuss issues that either need further clarification or should be shared with the Board.
 - Report on any issues relevant to the Board, along with communications with alumni, the university, and Headquarters.
- b. Chapter Advisor*
 - Report on any pertinent issues and highlights of the Active Chapter.
 - Report on his perspective regarding the Executive Committee of the Active Chapter and the overall chapter operations.
- c. Financial Advisor*
 - Report on and review the undergraduate budget, accounts receivable, and facility issues.
- d. LEAD Advisor*
 - Report on his perspective regarding Candidate Education status and any upcoming events.
 - Report on the progress of LEAD Phases I, II, III, and IV.
- e. Social and Risk Reduction Advisor*
 - Report on his perspective regarding on-going chapter risk reduction/management issues and any upcoming social events.
- f. Recruitment Advisor*
 - Report on his perspective regarding on-going chapter recruitment process and any upcoming events.
- g. Alumni Relations Advisor*
 - Report on the alumni newsletter, communications, planning for upcoming alumni events, and fund raising.
- h. House Improvements Advisor*
 - Report on the structural status of the chapter house and any on-going house improvement projects.
 - Report on any relevant projects that may require the assistance of The Eta Theta Housing Corporation.

III. Additional advisor Reports (as needed)

a. Faculty Advisor

- Report on pertinent information dealing with university and undergraduate status.

b. Member(s) at Large

IV. Undergraduate Officer Reports

a. Commander

b. Lt. Commander

c. Treasurer

d. Recorder

e. LEAD Chairman

f. Alumni Relations Chairman

g. Recruitment Chairman

h. Social Chairman

i. Risk Reduction Chairman

j. Additional Chapter Officer Reports (as needed)

k. House Manager

V. Old Business

VI. New Business

VII. General Discussions

- Any general discussions not relating to a specific office or another office/chapter function may be discussed. A plan of action should be discussed to address the issue.

VIII. Review of Next 90 Days (refer to the general calendar)

IX. Confirm Next Meeting

X. Adjournment

References:

Sigma Nu Alumni Best Practices Library

<http://www.sigmanu.org/alumni-and-volunteers/alumni-best-practices-library>

Alumni Advisory Boards: Alumni Advisory Board Operations

<http://www.sigmanu.org/alumni-and-volunteers/alumni-best-practices-library/alumni--volunteers---best-practices-library---alumni-advisory-boards>

Alumni Advisory Boards: Effective Advising:

<http://www.sigmanu.org/alumni-and-volunteers/alumni-best-practices-library/alumni--volunteers---best-practices-library---alumni-advisory-boards>

Sigma Nu Best Practices: Alumni Advisory Board Sample Calendar:

http://www.sigmanu.org/file/alumni-and-volunteers/alumni-best-practices-library/alumni-advisory-boards/Sample-Alumni-Advisory-Board-Calendar_F12.pdf

Sigma Nu Best Practices: Alumni Advisory Board Sample Meeting Agenda:

http://www.sigmanu.org/file/alumni-and-volunteers/alumni-best-practices-library/alumni-advisory-boards/Sample-Alumni-Advisory-Board-Meeting-Agenda_F12.pdf

Sigma Nu Best Practices: Alumni Advisory Board Sample Meeting Tips:

http://www.sigmanu.org/file/alumni-and-volunteers/alumni-best-practices-library/alumni-advisory-boards/Sample-Alumni-Advisory-Board-Meeting-Tips_F12.pdf