

Working with Individual Chapter Officers

Commander:

The Alumni Advisor working with the Commander should help him set a calendar for the year and discuss the Commander's goals and plans for the year. Encourage the Commander to be active on campus as a representative of Sigma Nu. Help him identify what the chapter needs from a leader and how he can meet those needs. Also, frequently discuss with the Commander what he wants and needs from the Alumni Advisory Board, as well as what the Board wants and needs from the chapter.

http://www.sigmanu.org/programs/officer_resources/commander.php

Lt. Commander:

The Alumni Advisor working with the Lt. Commander should help identify the characteristics needed for various committee chairmen and what their responsibilities will entail. The Lt. Commander should run the executive committee meetings and needs to be comfortable in that role. This officer position is often overlooked and underutilized by chapters. The Lt. Commander needs to work with the Commander and manage many of the chapter operations. This will allow the Commander the opportunity to represent Sigma Nu on campus. The Lt. Commander may need assistance motivating officers to do their job, resolve conflict between officers and/or committee chairmen, encouragement to utilize committees, and reassurance that his job is crucial to the chapter's success. The advisor should encourage the Lt. Commander to be an active leader in the chapter, help him learn to manage various committees, and discuss with him what he wants and needs from the advisor, as well as what the Alumni Board, Alumni Chapter, and others want and need from the chapter.

http://www.sigmanu.org/programs/officer_resources/lt_commander.php

Executive Committee:

The Alumni Advisor working with the Executive Committee needs to periodically attend the executive committee meetings, and help administer new programs and policies. Supervises day-to-day advising of the chapter officers and members, assists with the facilitation of officer transitions and chapter retreats, and assists with the development and maintenance of leadership education for the chapter.

Treasurer:

The Treasurer will likely need assistance in establishing and sticking to a chapter budget. He must understand basic financial and accounting skills and monitor the chapter's income and expenses closely. The Treasurer has considerable authority over chapter members who have fallen behind in their payments to the chapter. This should be carefully balanced with being a brother. The Board member's main focus should be to help the Treasurer keep the chapter's finances in order and to develop sound financial practices for the Treasurer and the chapter as a whole.

http://www.sigmanu.org/programs/officer_resources/treasurer.php

Recorder:

The Alumni Advisor working with the Chapter Recorder should help to assist in his responsibilities and to help ensure that he is submitting all forms, fees, and paperwork to the General Fraternity's offices each semester by their deadlines. This paperwork ensures that the Fraternity has accurate records and contact information for the chapter and is crucial to effective communication between the chapter and the General Fraternity.

http://www.sigmanu.org/programs/officer_resources/recorder.php

Marshal:

The Marshal's focus is on educating and training the Fraternity's candidates. The Alumni Advisor working with the Marshal should encourage the use of Phase I of the LEAD Program as the vehicle by which Candidate education takes place. Assist the Marshal to identify guest speakers, plan the LEAD calendar, facilitate LEAD sessions, and ensure that the candidate education program is preparing the candidates to be good members, not just good candidates.

http://www.sigmanu.org/programs/officer_resources/marshal.php

LEAD Chairman:

The LEAD Chairman manages the LEAD Program and how it is operated within a chapter. The LEAD Advisor should help plan the schedule for the various LEAD phases, promote LEAD to the chapter members, encourage alumni to participate by facilitating various LEAD sessions, and help the LEAD Chairman identify additional guest speakers.

http://www.sigmanu.org/programs/officer_resources/lead_chairman.php

Recruitment Chairman:

The Alumni Advisor working with the Recruitment Chairman can assist with the facilitation of recruitment workshops for chapter members at the beginning of each semester, meets with the recruitment chair, knows and understands the IFC recruitment dates and rules, and assists with the education and implementation of a 365-day-a-year recruitment philosophy and the Values Based Recruitment Program.

<http://www.sigmanu.org/programs/vbr/index.php>

Social/ Risk Reduction Chairmen:

The Alumni Advisor working with these Chairmen will review the chapter's risk reduction policy each semester, meet with the chapter's risk reduction chairman, review all social events for risk concerns and encourage non-alcoholic programming.

http://www.sigmanu.org/programs/officer_resources/social_chairman.php

http://www.sigmanu.org/programs/officer_resources/risk_reduction_chairman.php

Alumni Relations Chairman:

The Alumni Advisor working with Alumni Relations Chairman will assist the chapter's alumni chair with the alumni newsletter, help the chapter keep track of alumni interests, alumni addresses, and any other programs relating to alumni involvement, and assist the alumni chair with any alumni event.

http://www.sigmanu.org/programs/officer_resources/alumni_relations_chairman.php

Scholarship Chairman:

This Advisor will meet with the scholarship chairman, work with university officials to seek counseling for members, help develop and implement scholarship programming, assist with the development and maintenance of scholarship requirements for chapter members, and review and monitor the GPA's of chapter members.

http://www.sigmanu.org/programs/officer_resources/scholarship_chairman.php