



ALUMNI DEVELOPMENT ACTION PLAN

THIS ALUMNI DEVELOPMENT PLAN WAS UPDATED ON:

BY: ,



ALUMNI ENGAGEMENT AND THE ALUMNI DEVELOPMENT PLAN

While most of a chapter's operations are dedicated to the events and activities of the collegiate chapter, attention should be paid to the chapter's responsibility to advocate for and advance the Fraternity's mission of perpetuating "lifelong friendships and a commitment to the Fraternity." Membership in Sigma Nu doesn't end at graduation and it's important that our collegiate officers are involved in efforts to continuously engage and work alongside alumni and volunteers in service to the Fraternity. Alumni Development is considered an essential component of each chapter's overall pursuit of excellence. Through the Pursuit of Excellence Program, chapters are asked to remember that "Sigma Nu shall identify and engage alumni and volunteers to support the success of the chapter, develop and perpetuate fraternal leadership, and increase the value of lifelong membership." To achieve this goal and fully leverage available alumni support, the chapter should develop and maintain an alumni development plan that outlines the chapter's strategies and goals within this area of operation. The following pages of this document provide important information that detail the chapter's current and future efforts to *pursue excellence* in the development of chapter alumni.

RESOURCES AND SUPPORT

This Alumni Development Plan was completed under the guidance of the following chapter resources:

- [Alumni Relations Chairman's Officer Manual](#)
- [Pursuit of Excellence Guidelines for Alumni Development](#)
- [Strategic Planning and Officer Action Plan Overview](#)
- [Alumni Calendar, Events, and Planner Guide](#)
- [The Law of Sigma Nu Fraternity, Inc.](#)
- [Risk Reduction Policy](#)

IMPORTANT ALUMNI DEFINITIONS

ALUMNI – Alumni are members/brothers of the Fraternity who have graduated in good standing from a collegiate chapter of Sigma Nu Fraternity.

CHAPTER ADVISOR – Chapter advisors serve as the primary liaison between the chapter and the General Fraternity and, as such, must be knowledgeable about the Fraternity's ideals, history, programs, and policies.

ALUMNI ADVISORY BOARD - The purpose of an Alumni Advisory Board is to provide ongoing support and assistance to the collegiate chapter. Splitting the duties of chapter advising among several individuals lessens the time commitment for each alumnus, as well as increases the overall support available to the collegiate members. The Alumni Advisory Board works in conjunction with the Chapter Advisor to provide an extended network of support to the chapter. Each member of the Alumni Advisory Board works individually with a chapter officer to provide mentorship and to help establish goals, monitor progress, and give support to the chapter as it grows and develops. Individually, each board member maintains contact with the appropriate officer. The positions usually featured on the board include: Chairman, Chapter Advisor, Finance Advisor, LEAD Advisor, Social and Risk Management Advisor, Recruitment Advisor, Alumni Relations Advisor, and Members-At-Large.

ALUMNI CHAPTER – An Alumni Chapter aids the collegiate chapter by encouraging active alumni participation with the chapter and at events of the General Fraternity. Involvement in an Alumni Chapter is an active demonstration of lifetime membership in, and commitment to, Sigma Nu Fraternity.



THE ALUMNI RELATIONS COMMITTEE

THE ALUMNI RELATIONS CHAIRMAN

Listed below are the duties and responsibilities of the Alumni Relations Chairman.

THE ALUMNI RELATIONS COMMITTEE ROSTER

Committee Member Name	Position
	Alumni Relations Chairman

Advisor Name	Advisor Position	Phone	Email
	Committee Advisor		

ALUMNI RELATIONS COMMITTEE DUTIES AND RESPONSIBILITIES

Listed below are the duties and responsibilities of the Alumni Relations Committee.



ALUMNI RELATIONS COMMITTEE GOALS

Committee goals use the S.M.A.R.T. format (Specific, Measurable, Agreed-Upon, Realistic, and Timely).

ALUMNI RELATIONS COMMITTEE MEETING SCHEDULE

ALUMNI RELATIONS COMMITTEE EXPECTATIONS

The following information outlines the committee expectations for itself and its members.



ALUMNI RELATIONS COMMITTEE STANDARD AGENDA

The standard agenda for future alumni relations committee meetings will be as follows.

ALUMNI RELATIONS COMMITTEE BUDGET



THE CHAPTER’S ALUMNI ADVISORY BOARD

PURPOSE

The purpose of an Alumni Advisory Board is to provide ongoing support and assistance to the collegiate chapter. Splitting the duties among several individuals will lessen the time commitment for each alumnus, as well as increase the overall support available to the collegiate members.

METHOD

Each member of the board works individually with one chapter officer to support his efforts, and act as a mentor to him. As a board, the members work with the collegiate officers to establish goals, monitor progress, and give support to the chapter as it grows and develops. At least one member of the board should attend each chapter meeting. By rotating which board member attends, it reduces the time commitment for each board member, and provides collegians with different perspectives.

MAKEUP

Sigma Nu does not place restrictions on who can be members of an Alumni Advisory Board. The most important element is to ensure that each board member serves to assist the collegiate chapter and help individual members develop into ethical leaders. Typically, the advisory board is comprised of local alumni but, other individuals should be sought for additional expertise (e.g. local Sigma Nu alumni from another chapter, college/university faculty or staff, parents of current members).

STRUCTURE

Advisory boards should meet at least quarterly to discuss what is happening with the chapter and what specific focus or direction the board needs to provide. Individually, each board member needs to maintain contact with the officer whom they mentor and assist him as needed. Contact may be as often as weekly meetings, or as limited as periodic emails or phone calls, depending on what is agreed to by the collegiate officer and the advisory board member, and what is needed by the chapter.

ALUMNI ADVISORY BOARD

List the officers and their contact information below.

Name	Position	Phone	Email
	Board Chairman		
	Chapter Advisor		



DIVISION COMMANDER

Name	Position	Phone	Email
	Division Commander		

FACULTY ADVISOR

Name	Position	Phone	Email
	Faculty Advisor		

CHAPTER ADVISING

ADVISORY THUMBNAIL SKETCH

OFFICER SUPPORT

AAB MEETINGS, ATTENDANCE, AND CHAPTER MEETING ATTENDANCE

CHAPTER ADVISORY NEEDS



ALUMNI INVOLVEMENT

ALUMNI EVENTS

ALUMNI PARTICIPATION IN RECRUITMENT



ALUMNI PARTICIPATION IN THE LEAD PROGRAM

THE ALUMNI CHAPTER

IMPLEMENTATION AND ACCOUNTABILITY



COMMUNICATIONS WITH ALUMNI

CHAPTER COMMUNICATION PLATFORMS

ALUMNI COMMUNICATION



ALUMNI NEWSLETTER

MANAGING ALUMNI CONTACT LISTS