

ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

Position: Advisory Board Liaison

The advisory board liaison is a primary support person for collegiate advisory board members and collegiate chapter officers within the region. This volunteer will serve as the liaison and primary resource for advisory board members and will conduct advisor training for newly placed advisors within the region. The advisory board liaison will also direct advisors to additional resources pertaining to specific questions or concerns that may arise. The advisory board liaison reports to the region facilitator on progress, successes and areas of improvement.

Time Commitment: Approximately 2-5 hours a week, varying within the academic year
Participate in region volunteer development training
Attend the national convention & leadership conference

Outcome of Placement: The advisory board liaison will provide leadership and guidance to the collegiate chapter advisory board members within the region. This volunteer will work with the volunteer coordinator to provide newly placed advisors with the necessary training. As a result of the training the advisory board will be equipped to support and advise collegiate chapters, and find and utilize necessary resources. The advisory board liaison will also work with collegiate chapter presidents to determine the training needs of their advisory board members and to assist with advisory board recruitment when needed.

Highlights of Responsibilities

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces mental health curriculum
- ◆ Work with region and national volunteers, local campus administration and the national headquarters staff to provide resources and support to the chapter advisory board
- ◆ Conduct and/or coordinate advisor training for newly placed advisors
- ◆ Offer advisor training refreshers for seasoned advisors
- ◆ Answer questions pertaining to advisor training
- ◆ Assist advisors by interpreting the Sorority's bylaws, organizational policies and position statements
- ◆ Assist collegiate chapters with advisory board recruitment, if requested by the volunteer coordinator
- ◆ Direct questions pertaining to specific chapter issues to the region facilitator or appropriate region volunteer dependent upon the nature of the issue
- ◆ Additional responsibilities can be found in the position training materials and handbooks related to the role

Interaction with Others:

Supervising volunteer:	Region facilitator
Staff liaison:	Volunteer coordinator
Additional volunteers:	Region volunteers National coaching teams (where applicable)
Constituents:	Advisory board members Chapter president

Technology: The advisory board liaison will know how to use and have daily access to email, Microsoft Word and Microsoft Excel. PowerPoint experience is preferred. This volunteer is also expected to use online tools including MyΑΣA and Officer Portal.

Terms of Placement: Placements are made for two-year commitments corresponding with the Sorority biennium. If a placement is vacated mid-term, an appointment is made to complete the term.

Delegate status: The advisory board liaison is a voting delegate at national convention.