

## ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

**Position:** Chapter Advisor

This position is the primary support person for the undergraduate chapter leaders and members. He or she is the connection between the advisory board, the chapter, the region volunteers and the national volunteers. He or she works with the chapter advisory board to support collegiate officer in all areas of chapter operations. The chapter advisor provides consistency, stability, maturity and a national perspective to the chapter. The advisor helps connect the chapter to all national resources available through the region support process.

**Time Commitment:** Approximately 4-6 hours per week, varying with the academic year  
Coordinate advisory board meeting at least once a semester  
Attend committee or work group meetings or chapter events as needed  
Shared attendance at chapter meetings  
Attend national training programs  
Attend national convention & leadership conference and serve as a voting advisor delegate (if an initiated member of Alpha Sigma Alpha)

**Outcome of Placement:** The chapter advisor will provide leadership and guidance to members of the chapter and members of the advisory board. He or she will understand the overall needs and issues of the chapters and connect the chapter with necessary resources. As a result, the chapter advisor will work with the advisory board members to offer the best and most immediate assistance to the chapter. The chapter advisor will also serve as a mentor to chapter members and role model alumnae engagement.

### Highlights of Responsibilities:

Work with region and national volunteers, local campus administration and the national headquarters staff to provide resources and support to the chapter.

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces mental health curriculum.
- ◆ Serve as chairman of the advisory board and is responsible for advising collegiate officers on the overall operations of the chapter.
- ◆ Teach techniques of good leadership and fellowship.
- ◆ Attend a minimum of two chapter meetings or executive board meetings a month, or make arrangements with another advisory board member to attend meetings. An advisor should attend every chapter meeting.
- ◆ Attend standards board meetings when there is discussion of termination of a member or when members are in violation of a national policy, unless the membership commitment advisor or another advisor is in attendance.
- ◆ Work with the chapter president and other officers to assist in officer transition and utilizing chapter committees.
- ◆ Serve as an interim advisor if an advisory board position is not filled.
- ◆ Help with the chapter election process.
- ◆ Help the chapter officers and other advisors interpret the bylaws, organizational policies, and position statements of the Sorority.
- ◆ Along with the collegiate executive board, evaluate other members of the advisory board.
- ◆ Communicate with the advisory board liaison on an on-going basis.
- ◆ Meet with the national representatives who visit the chapter.
- ◆ Supply the organization with information, expert knowledge and insight gained through experience.
- ◆ Review all communications to alumnae from the collegiate chapter and make sure the chapter sends at least one alumnae newsletter a year.
- ◆ Assist the vice president of alumnae & heritage in planning a Founders' Day event and graduating senior event with local alumnae.

- ◆ Assist the vice president of alumnae & heritage with the senior portion of membership education and transitioning senior members into alumnae membership.

**Interaction with Others:** The chapter advisor will work with all officers of the chapter, but have primary interaction with the chapter president with whom he or she will communicate on at least a weekly basis. The chapter advisor serves as the chairman of the advisory board. The chapter advisor will work with the advisory board liaison in reporting chapter statistics, successes, needs and issues. The chapter advisor will also have regular contact with university administration.

**Technology:** The chapter advisor will need to know how to use email, Microsoft Word and Microsoft Excel as well as have daily access to all three. The advisory board member is also expected to use all online chapter management tools including the Officer Portal and MyΑΣΑ.

**Term of Placement:** Placements are at the request of the chapter and continue until the chapter removes the advisor or the advisor resigns.