

## ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

**Position:**                   **Membership Commitment Advisor**

This position is the primary support person for the standards chairman, standards board and ritual chairman. The membership commitment advisor encourages the use of the standards resolutions process and ritual-based accountability within the chapter. He or she will also work with the social responsibility advisor to promote the understanding of national policies, hazing prevention and all risk management policies. The membership commitment advisor provides knowledge of sorority policies, experience, consistency, maturity and the perspective of the national organization to the chapter. The membership commitment advisor also connects the chapter to region and national resources.

**Time commitment:**   Approximately up to 4 hours per week, varying with the academic year  
Attend all standards board meetings  
Attend committee, work group and chapter meetings as needed  
Participate in at least two advisory board meetings per semester  
Maintain close contact with the standards and ritual chairmen  
Communicate with assigned officers at least once monthly  
Attend national training programs

### **Outcome of placement:**

The membership commitment advisor will provide leadership and guidance to the standards chairman, standards board and ritual chairman. The membership commitment advisor will work with these chairmen to develop goals and achieve results within their positions. The membership commitment advisor will support the implementation of the standards resolutions process and the use of educational and ritual-based accountability. The membership commitment advisor works closely with other members of the advisory board to provide comprehensive and united support to the chapter.

### **Highlight 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.
- ◆ Attend meetings of the standards board.
- ◆ Attend chapter ritual services and ceremonies, if eligible to attend.
- ◆ Assist the chapter in following the standards resolution procedure as defined in the *Standards Board Handbook*.
- ◆ Work with the standards chairman, ritual chairman and standards board to help the chapter uphold the chapter commitments.
- ◆ Work with the collegiate ritual chairman to educate entire chapter about the importance of the Ritual guiding all aspects of chapter operations.
- ◆ Encourage the standards board to use ritual-based accountability and educational sanctions as needed.
- ◆ Correspond with the national ritual coaching team as necessary.
- ◆ Help members develop self-discipline, responsibility, leadership and fellowship.
- ◆ Support effective training for chapter leaders as it pertains to Ritual and standards procedures.
- ◆ Review and sign special status and termination requests.
- ◆ Supply the organization with information, knowledge and insight gained through experience.

### **Interaction with others:**

The membership commitment advisor works directly with the standards chairman, standards board, ritual chairman and other related officers. The membership commitment advisor will work with both chairmen to define roles and expectations when new officers are elected/appointed. The membership commitment advisor will work with the social responsibility, membership education and finance advisor in regards to

standards issues and keep the chapter advisor informed about standards activities. The membership commitment advisor will communicate with the region facilitator and ritual coaching team to support chapter operations as needed.

**Technology:** The membership commitment 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 My AΣA and the Officer Portal.

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