

ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

Position: **Advisory Board Liaison**

The advisory board liaison is a primary support person for collegiate advisory board members 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

Highlights of Responsibilities

Policies & Procedures

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces mental health curriculum.

Collegiate Chapter Support

- ◆ 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.

Advisor Support

- ◆ 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.

Region/National Volunteers and Staff

- ◆ Work with region and national volunteers, local campus administration and the national headquarters staff to provide resources and support to the chapter advisory board

Interaction with Others (virtual):

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

Skills and 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 MyΑΣΑ and Officer Portal.

Professional Skills Gained through this Position: mentoring, collaboration, organization, decision making, proactivity, crisis management, electoral & parliamentary procedure

Required Training: Behind Happy Faces: Advisor Resource Series, onboard training by volunteer coordinator

Additional Training: Online training videos on MyΑΣΑ

Financial Commitment: Support annual alumnae dues program, contribute to the ΑΣΑ Foundation annually and additional costs for the national convention & leadership conference if in attendance.

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.