

ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

Position: Chapter Advisor

This position is the primary support person for undergraduate chapter leaders and members. The chapter advisor is the connection between the advisory board, the chapter, the region volunteers and the national volunteers. This position works with the chapter advisory board to support collegiate officers 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 meetings at least twice a term
Attend committee or work group meetings or chapter events as needed
Shared attendance at chapter meetings (at least 2 per month)
Participate in national training programs
Attend national convention & leadership conference and serve as a voting advisor delegate (if an initiated member of Alpha Sigma Alpha)

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.

Policies & Procedures

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces Advisor Resource Series.
- ◆ Help the chapter officers and other advisors interpret the bylaws, organizational policies and procedures and position statements of the Sorority.

Collegiate Chapter Support

- ◆ 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 the smooth running of the chapter, including officer transitions, training officers and utilizing chapter committees.
- ◆ Assist with the chapter election process.
- ◆ Review all contracts signed by the chapter.
- ◆ Review all communications to alumnae from the collegiate chapter and remind the chapter to send 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.
- ◆ Support the vice president of alumnae & heritage with the senior portion of membership education and transitioning senior members into alumnae membership.
- ◆ Model techniques of good leadership and fellowship.
- ◆ Attend meetings of local alumnae chapters along a collegiate chapter representative, if applicable.

Advisory Board Leader

- ◆ Act as chairman of the advisory board, and meet with the board at least twice a term to exchange important information concerning the chapter.

- ◆ Educate advisory board members on collegiate chapter advisor commitments.
- ◆ Serve as an interim advisor to meet other advisory roles if an advisor position is not filled.
- ◆ Along with the collegiate executive board, evaluate other members of the advisory board.

Region/National Volunteers and Staff

- ◆ 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.

Interaction with Others: In-person and virtual; The chapter advisor will work with all officers of the chapter, but have primary interaction with the chapter president and 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 and national headquarters staff.

Skills and Technology: The chapter advisor should have prior experience with interpersonal communications, time management and leadership. 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.

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 advisory board liaison

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.

National Convention Vote: One advisor per chapter will have a vote at the national convention & leadership conference. The chapter and advisory board will collaborate to determine the advisor representative. It is recommended that the chapter cover the costs for the advisor's attendance.

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