

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. The membership commitment advisor 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, ritual and wellness chairmen
Communicate with assigned officers at least once monthly
Participate in national training programs

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.

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.
- ◆ Review and sign special status and termination requests.

Collegiate Chapter Support

- ◆ 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.
- ◆ Help members develop self-discipline, responsibility, leadership and fellowship.
- ◆ Support effective training for chapter leaders as it pertains to Ritual and standards procedures.
- ◆ Work with the wellness chairman to promote a culture of care among chapter members.

Region/National Volunteers and Staff

- ◆ Correspond with the national ritual coaching team as necessary.
- ◆ Supply the organization with information, knowledge and insight gained through experience.

Interaction with Others: In-person & virtual; 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 advisors 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.

Skills and 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.

Professional Skills Gained through this Position: critical thinking, accountability, responsibility, confidentiality, discipline, professionalism, organization, teamwork, communication

Required Training: Behind Happy Faces: Advisor Resource Series, onboard training by advisory board liaison

Additional Training: Online training videos on MyAΣA

Financial Commitment: Support annual alumnae dues program, contribute to the AΣA 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.