

ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

Position title: **Membership Education Advisor**

This position is the primary support person for the vice president of membership education, vice president of programming & ritual and the scholarship chairman. The membership education advisor supports the chapter's implementation of the membership education program and the use of a chapter scholarship plan to encourage academic excellence. The membership education advisor will be knowledgeable about the purpose, goals and activities of the membership education program and understand campus and sorority academic expectations. The membership education advisor provides knowledge of sorority policies, experience, consistency, maturity and the perspective of the national organization to the chapter. This position also connects the chapter to region and national resources.

Time Commitment: 4 hours per week, varying throughout the academic year
Attend committee, work group and chapter meetings as needed
Attend membership education programming and new member education events
Participate in at least two advisory board meetings per semester
Maintain contact with the vice president of membership education, vice president of programming & ritual and the scholarship chairman
Communicate with assigned officers at least once monthly
Participate in national training programs

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 and Procedures

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces mental health curriculum.
- ◆ Have knowledge of the membership education program, utilizing the New Member Program Facilitator's Guide, Initiate Member Program Facilitator's Guide and Senior Program Facilitator's Guide.

Collegiate Chapter Support

- ◆ Assist the scholarship chairman in planning and executing a scholarship program that fosters intellectual and academic excellence for the chapter and for individuals.
- ◆ Help the scholarship chairman identify women struggling academically and provide resources for academic assistance.
- ◆ Work with the scholarship chairman to communicate with chapter and officers about academic requirements for serving as an officer and assisting the chairman to determine if all officers or slated officers are academically eligible to serve.
- ◆ Support the use of the standards resolutions process and working with the standards board to hold members and officers accountable to academic requirements.
- ◆ Attend ritual ceremonies when the chapter has no membership commitment advisor.
- ◆ Be knowledgeable about academic resources, Alpha Sigma Alpha Foundation scholarships and Hermes Society; encouraging women to use resources and apply for scholarships or recognition.
- ◆ Assist with transitioning of officers as it relates to academics and the membership education program.
- ◆ Model and teach the values of fellowship, leadership, self-discipline and responsibility.
- ◆ Work with the social responsibility advisor, chapter advisor and related officers and chairmen to assist with the coordination of the chapter's events calendar.

Region/National Volunteers and Staff

- ◆ Supply the organization with information, knowledge and insight gained through experience.

Interaction with Others: In-person & virtual; The membership education advisor works with the vice president of membership education, vice president of programming & ritual, scholarship chairman and other related officers. This advisor will work occasionally with the membership commitment advisor and social responsibility advisor to support the creation of strong chapter programs and consistent use of the standards resolutions process to hold members accountable academically. The membership education advisor will communicate regularly with the region facilitator, membership commitment leader and national headquarters staff as needed.

Skills & Technology: The membership education advisor will 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: facilitation, mentoring, public speaking, relationship building, communication, organization, time management

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.