

ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

Position title: **Social Responsibility Advisor**

This position is the primary support person for the social chairman, the service & giving chairman and related committees. The social responsibility advisor helps educate the chapter on risk management issues and supports the chapter in following all national and social policies at chapter events. This advisor should be knowledgeable about Alpha Sigma Alpha's service & giving partners including: Girls on the Run, Special Olympics and the Alpha Sigma Alpha Foundation. The social responsibility advisor provides knowledge of sorority policies, experience, maturity and the perspective of the national organization to the chapter. The social responsibility advisor 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
Participate in at least two advisory board meetings per semester
Attend chapter service & giving and social events
Maintain contact with the service & giving and social chairmen
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 & Procedures

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces mental health curriculum.
- ◆ Understand and support education on all risk management policies.

Collegiate Chapter Support

- ◆ Work with the service & giving chairman, social chairman and the vice president of programming & ritual to guide the chapter in pursuing a balanced social calendar.
- ◆ Work with the membership education advisor, chapter advisor and related officers and chairmen to coordinate the chapter's events calendar.
- ◆ Support the development of meaningful service & giving events and the chapter's participation in the national Donating Our Time (D.O.T.) Days program.
- ◆ Support the vice president of alumnae & heritage in planning any alumnae related social events, including Founders' Day and campus related events.
- ◆ Provide resources to the chapter regarding national and local philanthropic partners.
- ◆ Assist the chapter in annually reviewing and updating the chapter's risk management practices in compliance with national policies and campus policies.
- ◆ Review contracts for social events and work with the social chairman to send contracts to the sorority's insurance provider before the chapter or any advisor signs them.
- ◆ Support the effective training and transition for chapter leaders, in regards to risk management policies and the principles of social excellence.
- ◆ Be knowledgeable about local service & giving events and encourage chapter participation.
- ◆ Attend standards meetings and advise the standards board in the absence of a membership commitment advisor.
- ◆ Model and teach techniques of good leadership, fellowship and civic and personal responsibility.

Region/National Volunteers and Staff

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

Interaction with Others: In-person & virtual; The social responsibility advisor works directly with the service & giving chairman, social chairman, vice president of programming & ritual and other related officers. This position will work with chairmen to define roles and expectations when new officers are elected/appointed. The social responsibility advisor will work with the membership commitment advisor in regards to risk management and standards issues and will keep the chapter advisor informed about risk management concerns. The social responsibility advisor will communicate with the region facilitator and social responsibility leader to support chapter operations as needed.

Skills & Technology: The social responsibility advisor will need to know how to use email, Microsoft Word and Microsoft Excel as well as have daily access to all three. The social responsibility advisor will know how to use the approved fundraising software, CrowdChange. 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: chairtable giving, community service, fundraising, public relations, event planning, communication, collaboration, organization, creativity, innovation, risk management, budgeting, relationship building

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.