

Chapter Advisory Boards (CAB)

Expectations

- Participate in Alumnae Training Program - Be knowledgeable of, personally uphold, and enforce the **Bylaws of Sigma Sigma Sigma**, Declaration of Principles, and the National Policies and Position Statements. Contact Asst. DCS IMMEDIATELY REGARDING ANY SITUATION WHICH MAY NOT BE IN COMPLIANCE WITH NATIONAL POLICY AND POSITION STATEMENTS.
- Provide mature judgment and adult experience – say NO when necessary and appropriate.
- At a minimum, attend one chapter officer and one chapter meeting per month.
- Communicate regularly with other CHAPTER ADVISORY BOARD members, officers, and Asst. DCS
- Ensure chapter's semester Risk Management policy review is effective and covers all policies and consequences in detail
- Have an email account that is checked at least once a week; daily is recommended
- Work with Asst. DCS to recruit and recommend CHAPTER ADVISORY BOARD to fill advisor vacancies
- Communicate with your assigned positions at least once a week. Get them in the habit of calling you. Collaborate with and supervise assigned officers and chairmen to ensure position responsibilities are being met, including reports and programming
- Facilitate the officer transition program (OTP)
- Attend and advise nominating committee (at least 1 advisor present. Work with CA to determine attendance)
- Assist in following up on National Officer requests and Consultant Follow-up Visit Reports
- Make every effort to attend training and development opportunities such as conference call training sessions, Convention, Leadership Programming, Officer/Advisor national programs, webinars, etc.
- Help instill in the members the spirit of Tri Sigma, regard for high ideals, and a feeling of Sisterhood among themselves.

Responsibilities:

- Model leadership – effectively & appropriately addressing conflict, accountability, mutual respect
- Work with Asst. DCS on addressing chapter concerns
- Support National Organization policies – during investigations, uphold as a member, assist in enforcing, completing sanctions.
- Be a role model for the chapter – drinking with the chapter or supplying the chapter with alcohol is inappropriate. This also includes personal choices with alcohol (stories to chapter & drinking in locations where students may be present) and following policies at National conventions or conferences.
- Work to develop a positive relationship with other CHAPTER ADVISORY BOARD, campus/ university Greek Advisor, and other campus sorority advisors
- Work to keep yourself informed with new information → reading Sigma Standard, information sent in mailings, webinars, Triangle, etc.
- Meet once a month as an entire advisory team – either conference call or in person. Work as a team of advisors by coordinating your activities and advice.
- Encourage chapter to work toward the achievement of awards.
- Participate in the annual Chapter Advisory Board review and evaluation process.

CAB Position Descriptions

Chapter Advisor (CA)

- Officer Assignments: President, Secretary, Panhellenic and chairmen as assigned
- Chapter Advisory Board (CAB) Chairman
- Contact ADCS immediately if emergency occurs.
- Contact ADCS with any situations that does not comply with National Policies or procedures.
- Be knowledgeable and support National Policies.
- Host annual Risk Management Policy and Procedure review and ensure the RM-1 is signed annually by all members and new members.
- Hold pre semester meeting and monthly meetings with the Chapter Advisory Board.
- Assign Chapter Advisory Board (CAB) volunteers to work with chapter chairmen.
- Be knowledgeable in other CAB positions.
- Ensure CAB Reports are complete.
- Collaborate with Panhellenic/Greek Advisor regularly .
- Hold other CAB volunteers accountable for their position responsibilities.
- Assist with chapter bylaws revisions.
- Work with Chapter President to coordinate Officer Training and Transition.
- Integrate newly appointed CAB volunteers, train on local information, and communicate with ADCS to ensure National training is complete.
- Work with assigned officers to:
 1. Guide decisions regarding 5th year senior status, inactive status, and Special Consideration
 2. Make roster updates and corrections
 3. Assist in the goal setting meeting.
 4. Insure monthly calendar is created.
 5. Insure weekly minutes are typed and distributed to CC, CAB, and officers
 6. Verify Accreditation reports and award applications
 7. Submission of National Reports
- Review local Panhellenic Constitution and By-laws.
- Is knowledgeable of NPC Manual of Information, also known as the Green Book.
- Be familiar with Panhellenic Judicial Policies.

*Alumnae members NOT serving as an Chapter Advisory Board or the House Corporation should not be attending chapter meetings, officer elections, CBMs etc.

Financial Advisor (FA):

- Officer Assignments: Treasurer and chairmen as assigned.
- Work with Foundation Chairman to make sure donations are sent immediately after the event.
- Work with Chapter Treasurer to balance check books monthly.
- Receive bank statement.
- Help present annual budget.
- Help prepare payment plans for the members.
- Assist Treasurer in sending those who are delinquent to Honor Council.
- Work with the Essential Sigma Advisor and Vice President to insure all new members are financially ready for initiation.
- Help complete chapter taxes.
- Make sure all financial records are properly kept.
- Ensure National Dues are paid.
- Assist with changing names on signature cards for the checkbook.

Membership/Recruitment Advisor (MRA):

- Officer Assignments: Membership/Recruitment Director and chairmen as assigned.
- Conduct an annual evaluation of recruitment strengths and weaknesses .
- Assist with the development of Formal and Informal Recruitment Plans, recruitment goals, and recruitment training.
- Make sure the chapter strives for Optimum Membership or achieves the Accreditation minimum improvement standard.
- Assist the MRD in preparing for Formal Recruitment workshops/practices.
- Be present for recruitment events and voting.
- Understand Recruitment Rules and make sure the chapter follows them as such.
- Serve as the CAB volunteer on the Membership Recruitment Committee.
- Help build a potential new member file through the use of Alumnae Recommendation.
- Assist in tallying, preparing the final bid list, and participate in Bid Matching.
- Be knowledgeable about Tri Sigma GPA standards for members, Panhellenic Recruitment, quota and total, voting/ranking on potential new members, recruitment publications and materials.

Scholarship Advisor (SA):

- Officer Assignments: Education Director and chairmen as assigned
- Serve as the CAB volunteer on the Education Committee
- Review members semester/cumulative GPA with Education Director
- Work with Education Director to ensure members below a 2.5 cumulative GPA are sent to Honor Council.
- Be knowledgeable of the minimum grade point averages for officers, Honor Council, members, and pledging.
- Assist in planning programs that will be presented throughout the semester.
- Helping Education Director implement incentive programs.
- Assist in setting Scholarship Goals.
- Help Education Director set up structured study hour program.
- Work with Nominating committee to determine GPA eligibility for slated officers.

Honor Council Advisor (HCA):

- Read and become familiar with Honor Council manual.
- Assist with training of newly elected Honor Council members.
- Hold a mock Honor Council Intervention meeting before the beginning of each semester.
- Insure proper forms are being used.
- Be included on all communication between Honor Council member and chapter members.
- Insure that members are signing Honor Council policies and procedures acknowledgement forms each semester.
- Communicate with Honor Council Chairman weekly or biweekly.
- Insure proper paperwork is maintained.
- Attend Honor Council meetings as necessary and attending phase 4 meetings as required.
- Communicate with Chapter Advisor, House Corporation and Assistant Director of Chapter Services on any possible Phase 4 Terminations and issues address during Honor Council meetings.
- Work with Honor Council Meeting Planner to obtain GPA, financial and participation information which may need to be addressed.
- Insure the Honor Council report is completed monthly.
- Guide Honor Council in Special Consideration meeting.

Accreditation & Awards Advisor (AA):

- Assigned Chairmen: Accreditation Chairman and Awards Chairman.
- Work with officers to develop and track Accreditation action plan.
- Collaborate with other CAB members on completion if the Accreditation standard crosses with a position they advise.
- Hold monthly Accreditation progress and achievement reviews with chapter.
- Work with the Assistant Director of Chapter Services on completion of standards and questions on standard completion.
- Assist in the completing of the Accreditation Verification Report.
- Meeting with the President/Accreditation Chairman monthly to review progress.

Alumnae Relations Advisor (ARA):

- Solicit alumnae recommendations and work with the Recruitment Advisor.
- Serve as the liaison between the alumnae chapter and collegiate chapter.
- Insuring chapter has currently alumnae contact information.
- Help facilitate events between the collegiate and alumnae chapter.
- Assist the National Organization with recruitment of new CAB volunteers to fill vacancies.
- Communicate with local Alumnae Chapter on possible joint events or support for the collegiate chapter.
- Oversee fall and spring newsletter to Alumnae.
- Assist with the planning of Circle Degree, Founder's Day, and chapter Anniversaries or alumnae celebrations.
- Present a program each semester on alumnae life to collegiate members.
- Responsible for communicating with a university assigned Faculty Advisor.

CAB Position Descriptions (cont.)

Essential Sigma Advisor (ESA):

- Assigned Officers: Vice President and Sequence Coordinators.
- Work with the chapter to fully understand Essential Sigma.
- Assist with innovative implementation of the Essential Sigma program.
- Insure sequence coordinators have been assigned and trained, all members are assigned to a sequence, all reports are submitted on time, and that members are participating in the programming.
- Help the Vice President develop an outline for the new member program.
- Attend new member meetings as necessary.
- Be knowledge of Tri Sigma Ritual.
- Insure overall member participation.
- Working with the Scholarship Advisor to insure presentation of programs.

Housing Corporation Liaison (HCL):

- Member of the House Corporation who also attend Chapter Advisory Board Meetings.
- Participates in the selection and training of the Housing Manager.
- Works with the university on any housing related items.
- Works with House Manager and Chapter Advisory Board to:
 1. Relay CAB information at Housing Corporation Meetings
 2. Assist with the coordination of House meetings
 3. Notify of any outstanding bills and fees
 4. Communicate vacancies
 5. Assist in filling the house
 6. Reporting maintenance needs
- Insure Chapter is educated on Housing Policies.
- Collaborate with Honor Council Advisor to ensure issues are being addressed.

Ritual Advisor (RA):

- Insure ritual equipment is properly kept.
- Works with the nominating committee on the ritual aspects of elections.
- Assist chapter with practice and set-up of ceremonies, cleaning and storage of equipment, and ordering new or missing equipment.
- Having a complete Ritual Chest.
- Complete inventory each semester.
- Insure ritual and values program is present once a year.
- Insure new member receive programming on ritual and values.
- Insure new member receive proper Pre and Post initiation meetings.
- Keep one self informed on ritual practices by reading the ritual book.
- Attend 1 ritual ceremony a semester.
- Make sure 1 CBM is held a month including the first and last meeting of the month.
- Make sure chapter is practicing Arc Degree and Triangle Degree.
- Communicate with Asst. Director of Chapter Services and National Ritual Director on any chapter questions, issues, or concerns with reference to ritual.



If you have an alumna who is interested in serving on your CAB, please send her name and information to your Asst.

Director of Chapter Services.

Have the alumna begin the process by completing the Volunteer Service Application on the National Web site. To serve on a CAB, an alumna must be current with NHQ on her National Alumnae Dues: \$45 per year or \$130 for the triennium. These can be paid online too!