



**Sigma Sigma Sigma National Sorority
Chapter Advisory Board Member
Honor Council Advisor**

Chapter Advisory Boards (C.A.B.) provide quality support to our collegiate chapters for them to operate successfully and provide a satisfactory collegiate experience. The Honor Council Advisor is the C.A.B. position responsible for supporting the collegiate chapter Honor Council, who is responsible for upholding the Standards and Values of Tri Sigma by holding members' accountable for their behaviors and actions.

Qualifications:

- Undergraduate degree attained.
- Strong desire to coach and empower collegiate members.
- Available to attend vital chapter events as needed.
- Open to learning more about the collegiate Honor Council process.
- Preferred experience in student development or counseling.

Expectations:

- Support the Honor Council through consistent communication.
- Ensure Honor Council documentation is completed and submitted on time.
- Guide Honor Council members through the due process as outlined in the Honor Council Handbook.
- Attend Honor Council meetings when requested by the Honor Council, as well as attending all phase 3 and 4 meetings.
- Assist with training the newly elected Honor Council including holding a mock Honor Council Intervention meeting.
- Coach collegiate members through difficult conversations and situations. Collaborate with advisors through these specific situations as needed and establish a team approach.
- Participate in onboarding to review responsibilities and continual training to ensure an understanding of online resources such as Chapter Portal, Sigma Connect, etc. This includes reviewing the Honor Council handbook.
- Encourage open communication between chapter leaders.
- Ensure chapter operations are completed on time.
 - Operations include: Officer team training and transition, enforcing National Policy and Procedures, report completion, and overall rhythm of the academic year.
- Have a strong understanding of National Policies and Position statements.
- Attend monthly C.A.B. meetings.
- Attend Ritual ceremonies.

- Attend one chapter meeting and one officer meeting per month, or as agreed to by C.A.B. Chair during initial onboarding conversations.
- Act as liaison between National Organization and the chapter – information and requests received should be shared with collegians and appropriate action taken.
- Build a healthy and coaching relationship with chapter leaders and members through daily and weekly communication.
- Respond to communication within 48 hours, even if to share you are unavailable.
- Commit 3-5 hours each week to the position. Availability during weekends and evenings is also critical to building relationships with collegians.