

# Chapter Services: Chapter Advisory Board (CAB)

## Accreditation and Awards Advisor

---

Advisory board members provide quality support to our collegiate chapters for them to operate successfully and provide a satisfactory collegiate experience. This position oversees the work of the Vice President of Operations. The officers are responsible for the completion of National Accreditation Standards which gauge chapter operations annually.

### **Qualifications:**

- Undergraduate degree attained
- Preferred experience form or grant writing
- Strong desire to coach and empower collegians
- Express long-term commitment to the success of the collegiate chapter.
- May volunteer remotely depending on skills and comfort level of the individual. Must be able to attend vital chapter events and be available to teleconference and commit to daily communication with advisors and the chapter leadership.

### **Expectations:**

- Participate in initial training with Assistant or Associate Director of Chapter Services to review responsibilities. Time commitment: 1 hour within 30 days of appointment
- Participate in initial training with Chapter Advisor to review expectations for CAB and to obtain information on current chapter status. Time commitment: 1-3 hours within 30 days of appointment
- Participate in continual individual training on online resources such as the National Website, Sigma Connect, Chapter Portal, etc., becoming knowledgeable about the Chapter's history with accreditation.
- Communicate with Chapter Officers to ensure chapter operations are centered on meeting Accreditation standards. Time commitment: 1 hour per month
- If the chapter was non-accredited for the previous year, participate in monthly meetings with the Officers and Accreditation Specialist.
- If a chapter fails to meet Accreditation standards, this position is directly responsible for any additional follow up required of the chapter.
- Ensure annual Accreditation verification process is completed correctly by the Chapter Officers.



**TRI  
SIGMA**  
*empowered*

- 
- Attend CAB meetings to collaborate and share information. Time commitment varies by chapter. Expect 1 hour per month, with more time required in special circumstances.
  - Attend one chapter meeting and one officer meeting per month, or as agreed to by Chapter Advisor and volunteer during initial training conversations.
  - Attend Ritual ceremonies.
  - Act as liaison between National Organization and the chapter – information and requests you receive should be shared with collegians and appropriate action taken.
  - Respond to communication within 48 hours, even if to share you are unavailable.
  - Build a healthy and coaching relationship with officers and Awards Chairman through daily and weekly communication. Communication may be in the form of phone, email, text messages, Facebook, etc.
  - Commit 1-3 hours each week to the position. Highest times of involvement are the end of each semester to verify Accreditation with National representatives and end of fall semester to collect award applications. Availability during weekends and evenings is also critical to relationship building with collegian
  - This role is a part of a **Standing Committee**, formed to do designed work on an ongoing basis. Term ends when volunteer chooses to resign, fails to meet expectations, or if the goals of the committee are determined to no longer meet the organization's needs.

The logo for TRI SIGMA is located in the bottom right corner. It features a large, stylized diamond shape composed of multiple overlapping lines. Inside the diamond, the words "TRI SIGMA" are written in a bold, serif font, with "TRI" on the top line and "SIGMA" on the bottom line. Below "SIGMA", the word "empowered" is written in a smaller, italicized, sans-serif font.

TRI  
SIGMA  
*empowered*