

# Chapter Services: Chapter Advisory Board (CAB)

## Alumnae Relations Advisor

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Advisory board members provide quality support to our collegiate chapters in order for them to operate successfully and provide a satisfactory collegiate experience. This position oversees the work of the Alumnae Relations Chairman who is responsible for engaging local and chapter alumnae through updates, invitation to chapter events, and support through volunteering. The Alumnae Relations Chairman is also responsible for educating the chapter on alumnae life.

### Qualifications:

- Undergraduate degree attained
- 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.
- Communicate with Chapter Officers to ensure chapter operations are centered on meeting Accreditation standards. Time commitment: 1 hour per month
- Ensure the Alumnae Relations Chairman completes her duties as outlined in the Chairmen Manual. This can include:
  - Planning of Circle Degree, Founder's Day, and chapter Anniversaries or alumnae celebrations
  - Program on alumnae life each semester to the collegiate chapter
  - Soliciting for and following up with alumnae recommendations for membership

The logo for Tri Sigma is 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.

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- Maintain an updated list of local and chapter alumnae.
  - Serve as the liaison between any local alumnae chapter(s) and the collegiate chapter.
  - Assist with recruitment of Chapter Advisory Board members.
  - 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. Availability during weekends and evenings is also critical to relationship building with collegians.
  - 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.

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