

Chapter Services: Chapter Advisory Board (CAB)

Chapter 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 Chapter President who is responsible for managing all chapter operations and leading the chapter towards success.

Qualifications:

- Undergraduate degree attained
- Strong desire to coach and empower collegians
- Express long-term commitment to the success of the collegiate chapter.
- Live within an hour of the chapter in order to attend vital chapter events.
- Member of Sigma Sigma Sigma Sorority
- Preference for at least 2 years experience advising in another role or serving in another volunteer role for Tri Sigma
- Have a strong understanding of National Policies and Position statements.
- Preferred knowledge of Panhellenic Judicial processes and NPC Manual of Information
- Preferred experience in student development or working with college students

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 continual individual training on online resources such as the National Website, Sigma Connect, Chapter Portal, etc.
- Ensure chapter operations are completed as outlined in the Chapter President Manual. Operations include: Officer Training and Transition, enforcing National Policy and Procedures, Officer Board leadership, report completion, and overall rhythm of the academic year.
- Serve as Chairman of the Chapter Advisory Board (CAB)
- Ensure newly appointed advisors are welcomed and transitioned.
- Schedule and attend monthly CAB meetings.
- Encourage open communication.



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- Collaborate with the Assistant Director of Chapter Services and campus Fraternity/Sorority Advisor frequently.
 - Participate in semester planning meetings.
 - 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 chairman through daily and weekly communication. Communication may be in the form of phone, email, text messages, Facebook, etc.
 - Commit 5-7 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.

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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