

# Chapter Services: Chapter Advisory Board (CAB)

## Essential Sigma Advisor

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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 New Member Education who is responsible for directing Tri Sigma's National member development program, Essential Sigma. Essential Sigma not only welcomes and educates new members, but also provides a continuous educational program throughout the collegian's sorority experience rooted in values, personal development, and after-college support.

### **Qualifications:**

- Undergraduate degree attained
- Strong desire to coach and empower collegians
- Have a strong understanding of National Policies and Position statements specific to anti-hazing and no alcohol in the new member program.
- Preferred experience implementing or working with Essential Sigma at collegiate level
- Preferred background in student development or education
- Express long-term commitment to the success of the collegiate chapter.

### **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.
- Work with Vice President of New Member Education to implement the Essential Sigma program for new members as outlined in the Vice President of New Member Education Manual, ensuring all National Policy and Position statements are followed.
- Strive to attend new member meetings.
- Work with Education Director to implement Essential Sigma program for members as outlined in the Education Director Manual. Identify ways to appropriately incorporate alumnae into the educational programming.



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- Be knowledgeable of Tri Sigma Ritual as it applies to new member ceremonies.
  - 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 chairmen 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.



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