

Chapter Services: Chapter Advisory Board (CAB)

Housing Liaison

Advisory board members provide quality support to our collegiate chapters for them to operate successfully and provide a satisfactory collegiate experience. This position does not oversee a specific position in the chapter; however, acts as the go-between for the chapter and university regarding chapter living environment and ensuring chapter member safety.

Qualifications:

- Undergraduate degree attained
- Strong desire to coach and empower collegians
- Express long-term commitment to the success of the collegiate chapter.
- Experience managing housing expectations, either at a university level or individual leases
- Preferred experience living in a Tri Sigma housing structure

Expectations:

- Participate in initial training with staff counterpart in Department of Chapter Services or Department of New Chapter Development 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.
- Duties vary depending on the chapter situation. May include:
 - Selection and training of a Housing Manager.
 - Scheduling and hosting housing meetings with chapter members.
 - Work with the University, Chapter Advisory Board, House Manager and members to ensure that all campus, local and National policies and bylaws are being followed.
 - Ensure living requirements are met, including following up with members who have outstanding fees with the help of the House Manager.



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- 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 chairman through daily and weekly communication. Communication may be in the form of phone, email, text messages, Facebook, etc.
 - Commit 2-4 hours each week to the position. Highest times of involvement are the start of the spring semester when housing contracts may need to be signed.
 - 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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