

Chapter Services: Chapter Advisory Board (CAB)

Membership Recruitment 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 Membership Recruitment Director who is responsible for ensuring the chapter meets their semester recruitment goal, chapter total in most cases, by recruiting women who not only meet membership standards, but take interest in bettering themselves and the Sorority.

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.

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.
- Partner with the Membership Recruitment Director, committee, and Fraternity/Sorority Advisor to position the chapter to be successful with recruitment.
- Ensure the chapter meets their semester recruitment goal, as assigned by the Assistant Director, through the work of the Recruitment Director and her committee. Tactics to directly assist with include:
 - Development of Formal and Dynamic Recruitment plans
 - Attending recruitment events and assist with ranking/voting, bid matching, following local/national rules and other areas as needed.
 - Help prepare recruitment workshops and skill building sessions.
 - Read and understand the Panhellenic recruitment rules and policies



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- Be familiar with the National Panhellenic Conference Manual of Information
 - Collaborate with recruitment volunteers as needed.
 - 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.
 - Attendance at recruitment event is *required*.
 - 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 3-5 hours each week to the position. Highest times of involvement vary on the type of recruitment structure and timeline for implementation. Inquire at the time of applying. 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.