

Chapter Services: Chapter Advisory Board (CAB)

Scholarship 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 Education Director who is responsible for ensuring chapter achieves their overall scholastic goals as well as provide individual members support and motivation to achieve good scholastic standing.

Qualifications:

- Undergraduate degree attained
- Strong desire to coach and empower collegians
- Express long-term commitment to the success of the collegiate chapter.
- Preferred professional experience in education.
- This position may be remote depending on skills and comfort level of the individual advising. Must be able to attend vital chapter events and be available to teleconference and commit to daily communication to establish and maintain a working relationship 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.
- Ensure the chapter meets their scholastic goals and strives to exceed all women's average for their campus.
- Review members' semester/cumulative GPA each semester with the Education Director to ensure individual members are reaching national and local standards.
- Work with the Education Director to implement chapter scholarship plans, individual scholarship plans and an academic incentive program.
- Collaborate with the Essential Sigma Advisor to ensure presentation of programs.

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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- 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 2-4 hours each week to the position. Availability during weekends and evenings is also critical to relationship building with the Education Director.
 - 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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