



**Sigma Sigma Sigma National Sorority
Chapter Advisory Board Member
Advisor At Large**

Chapter Advisory Boards (C.A.B.) provide quality support to our collegiate chapters for them to operate successfully and provide a satisfactory collegiate experience. The Advisor At Large is a C.A.B. position that is managed locally by the C.A.B. Responsibilities and expectations will vary depending on chapter needs. This position is intended to provide further support to the chapter and C.A.B. Volunteers appointed into this position should not expect any less of a time commitment than the other C.A.B. positions.

Qualifications:

- Undergraduate degree attained.
- Strong desire to coach and empower collegiate members.
- Available to attend vital chapter events as needed.
- Open to learning more about the collegiate processes
- Preferred experience in project management, human resources, student development and experience working with college students.

General Expectations (additional expectations will need to be discussed with the local C.A.B. Chair):

- Participate in onboarding to review responsibilities and continual training to ensure an understanding of online resources such as Chapter Portal, Sigma Connect, etc. This includes reviewing collegiate officer and director handbooks at the guidance of the C.A.B. Chair.
- Encourage open communication between chapter leaders.
- Ensure chapter operations are completed on time.
 - Operations include: Officer team training and transition, enforcing National Policy and Procedures, report completion, and overall rhythm of the academic year.
- Have a strong understanding of National Policies and Position statements.
- Attend monthly C.A.B. meetings.
- Attend Ritual ceremonies.
- Attend one chapter meeting and one officer meeting per month, or as agreed to by C.A.B. Chair during initial onboarding conversations.
- Act as liaison between National Organization and the chapter – information and requests received should be shared with collegians and appropriate action taken.
- Build a healthy and coaching relationship with chapter leaders and members through daily and weekly communication.
- Respond to communication within 48 hours, even if to share you are unavailable.

- Commit 3-5 hours each week to the position. Availability during weekends and evenings is also critical to building relationships with collegians.