



## Sigma Sigma Sigma National Sorority Chapter Advisory Board Chair

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 C.A.B. Chair position is responsible for managing the local C.A.B. Additionally, the C.A.B. Chair supports the work of the Chapter President who is responsible for managing all aspects of the collegiate chapter experience and leading the chapter towards success, and the Director of Chapter Growth\* who is responsible for all chapter recruitment efforts.

### Qualifications:

- Undergraduate degree attained.
- Strong desire to coach and empower collegiate members.
- Available to attend vital chapter events as needed.
- Preferred knowledge of Panhellenic Judicial processes and NPC Manual of Information.
- Preferred experience in student development or experience working with college students.
- Preference will be given to applicants with two years of experience advising in another role or serving in another volunteer role for Tri Sigma.

### Expectations:

- Oversees and supports C.A.B., recruits and recommends board appointments, holds other board members accountable for position duties, and addresses issues within the C.A.B.
- Ensure newly appointed advisors are welcomed and onboarded.
- Support the Chapter President and Director of Chapter Growth through consistent communication.
- Ensures chapter health by working to complete the annual Touchstone Benchmarks.
- Set local expectations for the C.A.B. and chapter leaders.
- Participate in semester planning meetings including an annual chapter assessment.
- 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 the Chapter President and Director of Chapter Growth handbooks.
- Encourage open communication between the chapter, C.A.B., campus staff, and other Tri Sigma national volunteer teams.
- 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.
- Schedule and attend C.A.B. meetings on at least a monthly basis.

- Attend Ritual ceremonies.
- Attend one chapter meeting and one officer meeting per month, or as agreed to by C.A.B. 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 5-7 hours each week to the position. Availability during weekends and evenings is also critical to building relationships with collegians.

\* In the event a chapter's C.A.B. has enough members to fill the Growth Advisor position, the C.A.B. Chair does not directly support the Director of Chapter Growth.