



**Sigma Sigma Sigma National Sorority  
Chapter Advisory Board Member  
Growth Advisor**

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 Growth Advisor is the C.A.B. position responsible for supporting the work of 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.
- Open to learning more about the membership selection processes.
- Preferred experience in project management, recruiting, event planning, human resources, student development or experience working with college students.

**Expectations:**

- Supports chapter growth initiatives during primary recruitment and COB (e.g., recruitment plans, workshops, national organization partnership, College Panhellenic Council policies and procedures)
- Uses the National Panhellenic Conference (NPC) Manual of Information and applies it to chapter growth initiatives.
- Ensures the C.A.B. is attending recruitment events and assisting the membership selection process.
- Support the Director of Chapter Growth (DCG) through consistent communication.
- 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 DCG handbooks.
- 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.