



**Sigma Sigma Sigma National Sorority
Chapter Advisory Board Member
Membership 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 Membership Advisor is the C.A.B. position responsible for supporting the work of the Vice President of New Member Education who is responsible for guiding new members through Tri Sigma's new member process. The Membership advisor also supports the Director of Member Development who ensures collegiate chapter programming and initiatives are inclusive and meet the needs of the local chapter membership and strategic initiatives.

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 new member process.
- Preferred experience in project management, human resources, student development or experience working with college students.

Expectations:

- Helps chapter educate and integrate new members into the chapter experience.
- Recognizes opportunities for chapter member development.
- Be knowledgeable of Tri Sigma Ritual as it applies to new member ceremonies.
- Support the Vice President of New Member Education (VPNME) and Director of Member Development (DMD) 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 VPNME and DMD 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.