



**Sigma Sigma Sigma National Sorority  
Chapter Advisory Board Member  
Operations 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 Operations Advisor is the C.A.B. position responsible for supporting the work of the Vice President of Operations who is responsible for managing chapter operations, and the Director of Chapter Finances\* who is responsible for managing all local chapter finances.

**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 financial and Touchstone processes
- Preferred experience in project management, finance, student development or experience working with college students

**Expectations:**

- Maintains a consistent understanding of chapter operations and financial health.
- Identifies opportunities for streamlined chapter processes
- Support the Vice President of Operations (VPO) and Director of Chapter Finances (DCF) through consistent communication
- Assists the DCF with creating the annual chapter budget and setting up member billing
- 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 VPO and DCF 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.

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