



January 21, 2009

Subject: Theta Kappa Alumni Advisory Board (AAB)

The following document is outline the roles, responsibilities and intent of the Alumni Advisory Board (AAB) for the Theta Kappa Chapter or Colony for now, during the colonization, and for the duration of the chapter once they are reestablished as a Sigma Nu Chapter. This document is a “work in progress” and will be refined during our workshop; this is based on the Sigma Nu description of the AAB with some slight modifications and thoughts. Please feel free to provide you input.

- **Purpose:**
 - Advise, guide, and mentor collegiate members and officers
 - Provide support throughout the colonization process
 - Create long-term continuity among the colony/chapter and the alumni
 - Preserve organizational knowledge from year to year
- **Makeup & Overview:** The Alumni Advisory Board (AAB) is an entity that shares the advisement workload of the traditional Chapter Advisor role. Rather than one individual working to advise of the colony and chapter, a board of alumni will serve in this role. The AAB may include alumni volunteers of the chapter and/or from other chapters. The AAB model:
 - Allows more alumni to be involved, creating a larger pool of skills and talents;
 - Prevents one person from being overcommitted and provides continuity if an AAB members leaves;
 - Creates continuity for the colony/chapter officers from year-to-year and after graduations;
 - Provides a strong and lasting foundation for the colony and/or chapter.
- **General Responsibilities:** Each alumni advisor will be responsible for training and advising one collegiate officer and his committee. The advisor will become an expert in his area of chapter operations and will help maintain continuity through officer transition and long-term planning in that area.

After AAB training, each advisor will train his respective officer, attend his first committee meeting, and remain involved with the committee’s operations over the course of each term. While the advisor is not expected to attend every committee meeting he is expected to attend the first committee meeting and other committee meetings when possible.

The primary goal of each committee will be to create a comprehensive plan, approved by the colony/chapter prior to the end of the term, for its area of operations for the following term. Each advisor should guide his committee through the process of thinking, planning, organizing, and eventually executing this plan.

The AAB is a separate and distinct entity from the alumni chapter, alumni organization, and the house corporation. AAB members may serve on these other organizations, but the AAB should be considered a prime responsibility and the roles should not be blurred.

AAB members will provide guidance, support, and mentoring to colony/chapter officers and committees providing the experience of their collegiate time, business skills, leadership skills, and the life skills they have acquired throughout their life.

- **Time Commitments (during the recolonization term):**
 - AAB training: *approximately three hours, usually a Saturday or weekday evening*
 - Individual training: *an hour training session with staff, flexible scheduling*
 - Officer training: *advisor trains his colony officer, one hour, flexible scheduling*
 - First committee meeting: *an hour meeting, flexible scheduling*
 - One chapter meeting or LEAD session: *one hour, usually evenings, many options*

- **Time Commitments (ongoing):**
 - Quarterly AAB meetings and any conference calls
 - Anticipate conference calls will be monthly or bi-monthly at first until we figure out an exact pattern
 - First committee meeting of every term
 - One additional committee meeting each term
 - One chapter meeting or LEAD session each term
 - Regular interaction with collegiate officer and committee

Due to the geographical location of GSU some of the AAB members may be closer to GSU, so some activities may need to be conducted remotely or via conference calls although the preferred method is in person.

AAB Positions:

- AAB Chairman
 - Chair the Theta Kappa Alumni Advisory Board
 - Train, advise, and mentor the Commander
 - Coordinate quarterly AAB meetings and conference calls
 - Ensure that AAB members are working with their respective officers
 - Maintain communication with General Fraternity staff and university/college officials

- AAB Vice Chairman
 - Assist the chairman and chair meetings/calls when he is unavailable
 - Coordinate AAB attendance at colony/chapter meetings and functions
 - Ensure that AAB members are working with their respective officers
 - Assist with communication with General Fraternity staff and university/college officials

- Chapter Advisor
 - Train and advise the Lieutenant Commander and the Executive Committee
 - Assist the Executive Committee in creating the colony/chapter plan for the upcoming term
 - Geographically local to the chapter, if at all possible

- University Advisor
 - Maintain communication with Georgia Southern officials
 - May be combined with the Chapter Advisor position
 - Preferred that this position is University staff or local to the chapter, if at all possible

- Financial Advisor
 - Train and advise the Treasurer and the Finance Committee
 - Assist the Finance Committee in creating a budget for the upcoming term
 - Preferred that this position is local to the colony/chapter

- Recruitment Advisor
 - Train and advise the Recruitment Chairman and Recruitment Committee
 - Assist the Recruitment Committee in creating a year-round recruitment plan
 - Encourage the use of the Values-Based Recruitment Program
 - May have multiple members
 - Preferred that this position is local to the colony/chapter

- Alumni Relations Advisor
 - Train and advise the Alumni Relations Chairman and Alumni Relations Committee
 - Assist the Alumni Relations Committee in creating the alumni relations plan for the upcoming term

- Risk Reduction Advisor
 - Train and advise the Sentinel and Risk Reduction Committee

- Assist the Risk Reduction Committee in creating the risk reduction plan for the upcoming term
 - Promote education on the *Risk Reduction Policy and Guidelines*
 - LEAD Advisor
 - Train and advise the LEAD Chairman and LEAD Committee
 - Assist the LEAD Committee in creating the LEAD plan for the upcoming term
 - Work to ensure that candidate education is free from hazing
 - Petitioning Advisor
 - Train and advise the Historian and the Petitioning Committee
 - Assist the Petitioning Committee in organizing, documenting, compiling, editing, and submitting the colony's petition
 - Additional Advisors If the above positions are filled, additional advisors for Social, Scholarship, Service, and Fundraising will be sought.
- The AAB will be critical to the success of this project, and alumni volunteers are always needed to fill and rejuvenate the board. If you have the time and commitment to devote to the success of this project, please volunteer to serve.