



## **Alpha Sigma Alpha Volunteer Position – Advisory Board Liaison**

The advisory board liaison is a primary support person for collegiate advisory board members within the region. This volunteer will serve as the liaison and primary resource for advisory board members and will conduct advisor training for newly placed advisors within the region. The advisory board liaison will also direct advisors to additional resources pertaining to specific questions or concerns that may arise. The advisory board liaison reports to the region facilitator on progress, successes and areas of improvement.

### **Time Commitment:**

- ◆ Approximately 2-5 hours per week, varying with academic year
- ◆ Participate in region volunteer development training
- ◆ Attend national convention & leadership conference

### **Primary Responsibilities**

#### **Policies and Procedures**

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces Advisor Resource Series.

#### **Collegiate Chapter Support**

- ◆ Assist collegiate chapters with advisory board recruitment, if requested by the director of alumnae and volunteer services.
- ◆ Direct questions pertaining to specific chapter issues to the region facilitator or appropriate region volunteer dependent upon the nature of the issue.

#### **Advisory Board Support**

- ◆ Conduct and/or coordinate advisor training for newly placed advisors.
- ◆ Offer advisor training refreshers for seasoned advisors.
- ◆ Answer questions pertaining to advisor training.
- ◆ Assist advisors by interpreting the Sorority's bylaws, organizational policies and position statements.

#### **Region/National Volunteers and Staff**

- ◆ Work with region and national volunteers, local campus administration and the national headquarters staff to provide resources and support to the chapter advisory board.

#### **Interaction with Others (virtual):**

Supervising volunteer: Region facilitator  
Staff liaison: Director of alumnae and volunteer services  
Additional volunteers: Region volunteers  
National coaching teams (where applicable)  
Constituents: Advisory board members  
Chapter president



Alpha Sigma Alpha  
*elevate and influence*

## *Position Description*

**Skills Required:** The advisory board liaison will need to know how to use and have daily access to email, Microsoft Word and Microsoft Excel. PowerPoint experience is preferred. The volunteer is also expected to use online tools including MyΑΣΑ and Officer Portal.

**Professional Skills Gained:** mentoring, collaboration, organization, decision making, proactivity, crisis management and electoral & parliamentary procedure

**Training:** Behind Happy Faces: Advisor Resource Series, onboard training by director of alumnae and volunteer services and online training videos on MyΑΣΑ

**Financial Commitment:** Support annual alumnae dues program, contribute to the ΑΣΑ Foundation annually and additional costs for the national convention & leadership conference if in attendance.

**Delegate Status:** The advisory board liaison is a voting delegate at national convention & leadership conference.

**Terms of placement:** Placements are made for two-year commitments corresponding with the Sorority biennium. If a placement is vacated mid-term, an appointment is made to complete the term.