



**Sigma Sigma Sigma National Sorority  
Chapter Advisory Board Member  
Engagement 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 Engagement Advisor is the C.A.B. position responsible for supporting the work of the Vice President of Harm Reduction who is responsible for implementing collegiate chapter harm reduction initiatives, educating chapter members on Tri Sigma's National Policy and Procedures, including Social Event Policies, and health promotion initiatives. The Engagement Advisor also supports the Director of Panhellenic Relations who represents Tri Sigma on the local College Panhellenic Council level.

**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 social event processes and National Panhellenic Conference policies and procedures.
- Preferred knowledge of Panhellenic Judicial processes and NPC Manual of Information.
- Preferred experience in event planning, harm reduction, student development or experience working with college students.

**Expectations:**

- Ensures chapter members are engaged and informed participants in Panhellenic community.
- Ensures chapter members understand Tri Sigma's National Policy and Procedures, including Social Event Policies.
- Promotes a member experience that is safe and free from hazing.
- Uses the National Panhellenic Conference (NPC) Manual of Information and applies it to the chapter experience.
- Support the Vice President of Harm Reduction (VPHR) and Director of Panhellenic Relations (DPR) 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 VPHR and DPR 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.