

Advisory Committee Manual

Updated: July 2014
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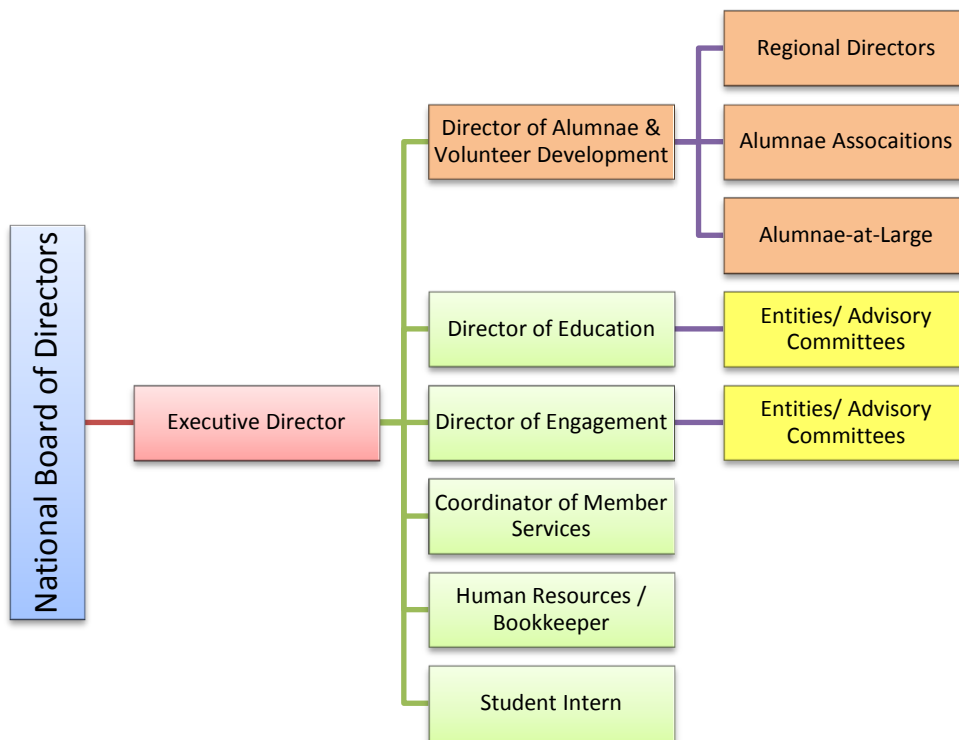
Purpose of Advisory Committee

The Sigma Lambda Gamma Advisory Committee is comprised of four advisors: Faculty, Chapter, Academic and Intake. The purpose of this committee is to assist chapters and colonies of Sigma Lambda Gamma in successful daily management, ensuring all national and local requirements are met, maintain open communication between university and National Headquarters, and aid as a resource for professional and leadership development.

National Volunteer Philosophy

Volunteer advisors exist to empower women. They facilitate informed decision-making, provide accurate information and resources, and serve as a mentor to undergraduate members. They cultivate partnerships among all entity stakeholders, and reinforce expectations in alignment with national policies, procedures, and operations.

Sigma Lambda Gamma Organizational Chart



Sigma Lambda Gamma's National Board of Directors (NBOD) is comprised of six volunteer leaders from across the country elected by the membership at the National Convention to serve a two year term. These women meet monthly via teleconference and once a semester in person. The NBOD upholds, evaluates, and revises the national constitution and policies of the sorority. The Board operates under policy governance.

Sigma Lambda Gamma's Headquarters Staff is comprised of six employees, full and part-time, paid positions. The Headquarters Office is located in North Liberty, Iowa.

Executive Director-Vanessa Jimenez

The Executive Director is responsible for leading the staff and overseeing all operating affairs of the sorority. She translates the strategic plan into tangible projects for staff to implement and keeps board members abreast of project statuses and sorority happenings. She provides board support, serves as an ex-officio member of the Sorority's Education Foundation, and is the sorority's main contact for media relations. Vanessa may be reached at Vanessa@SigmaLambdaGamma.com.

Director of Alumnae and Volunteer Development- Leigha George

The Director of Alumnae and Volunteer Development is responsible for overseeing and working with the sorority's alumnae associations, alumnae at-large, and volunteer leaders. Director of Alumnae and Volunteer Development will oversee volunteer leaders including regional directors and advisory committees, and assist with judicial procedures such as policy violations.

Members may contact Leigha at Leigha@SigmaLambdaGamma.com, for the following information and inquiries:

- Alumnae Associations
- Alumna-at-Large
- Alumnae Volunteer Opportunities including:
 - Advisory Committees
 - Expansion Advisory Committees
 - La Mensajera
 - Special committees
 - Additional opportunities
- Judicial Procedures

Director of Education- Lexi Cabrera

The Director of Education is responsible for all collegiate colonies and chapters in the Central, Midwest, Mid-Atlantic, Northeast, North Central, and Southeast Regions. In addition to member services, the Director of Education is responsible for overseeing collegiate resources and the assessment of sorority programs and initiatives.

Collegiate members may contact Lexi at, Lexi@SigmaLambdaGamma.com (ext. 3#) for the following information and inquiries:

- Entity management
- Entity judicial procedures including SEC, terminations, & AM discontinuations
- Interest groups in the above mentioned regions
- Online Resources
- Educational Programs

Director of Engagement- Genevieve Padro

The Director of Engagement is responsible for all collegiate colonies and chapters in the Northwest, Plains, Southern, Southwest, and Western Regions. In addition to member services, the Director of Engagement is responsible for overseeing the sorority's communication, marketing, including managing social media, website, and the sorority's overall online presence. Collegiate members may contact Genevieve at Genevieve@SigmalambdaGamma.com (ext. 4#) for the following information and inquiries:

- Entity management
- Entity judicial procedures including SEC, terminations, & AM discontinuations
- Interest groups in the above mentioned regions
- Social Media and Website
- Sorority branding materials- official sorority trademarks, logos, and images

Coordinator of Member Services - Karen Hanes

The Coordinator of Member Services is responsible for managing and processing entity paperwork and payments, as well as EmpowerNet inquiries including member registration and general troubleshooting. The Coordinator of Member Services is also responsible for collecting and inputting sorority data and statistics for reporting purposes.

You may contact Karen at, Karen@SigmaLambdaGamma.com (ext. *#) for the following information and inquiries:

- Sorority Paperwork including:
 - Semester Fact Sheet
 - Induction and Initiation
 - Risk Management/Event Registration
 - Additional paperwork
- General payments and payment plan options
- Member Certificates and Pins
- National Events registration and payments

Regional Directors- Volunteer, alumnae sisters, who live and work in the region they serve. They provide guidance and support for all entities in their region. Regional Directors are also elected during Convention to serve a two-year term.

Entity Advisory Committee – Entities are encouraged to find advisors to assist in providing local support and guidance. Often these individuals are faculty /staff members at the university/college or alumnae sisters residing close to the entity.

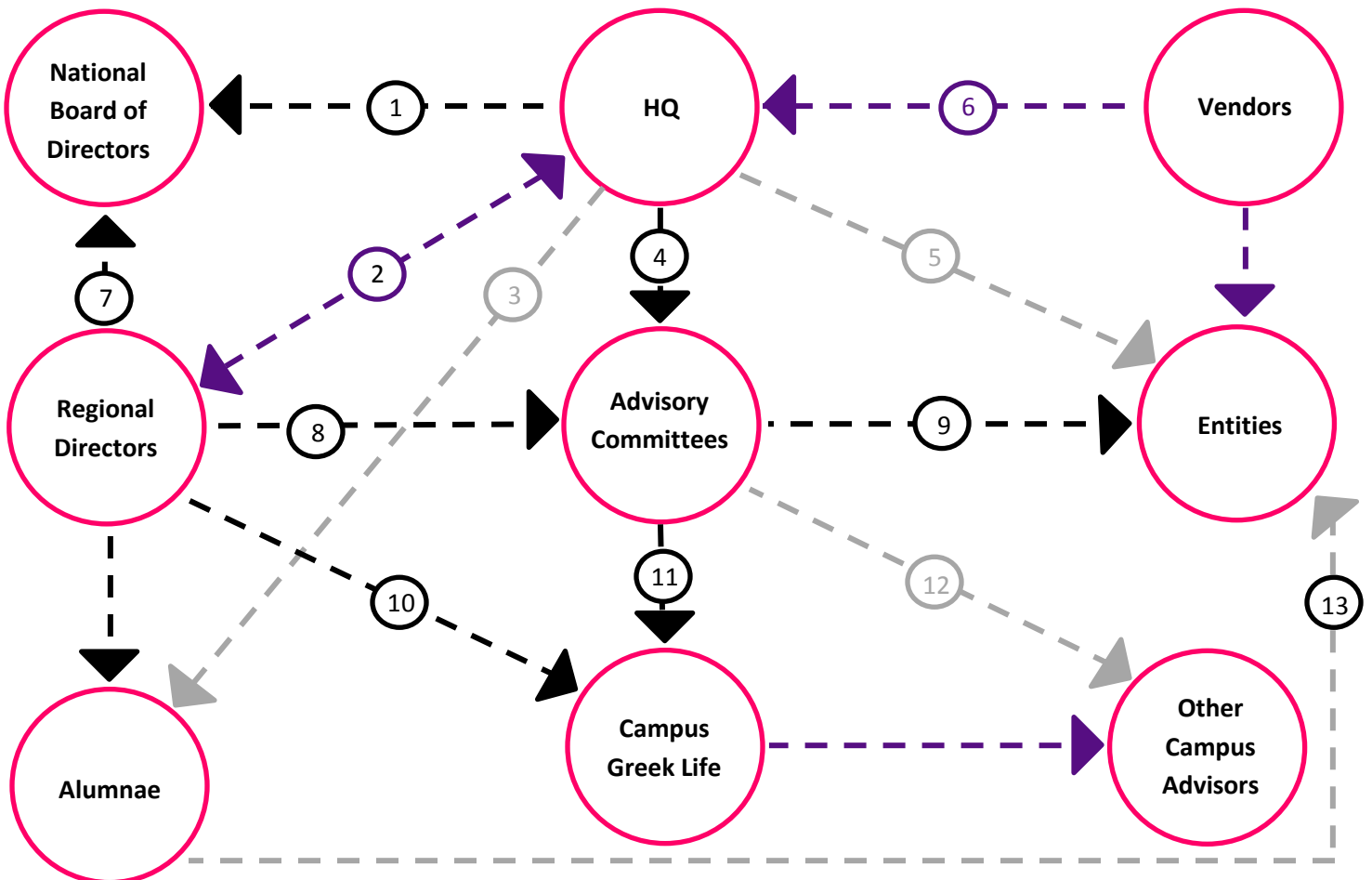
Protocol for Communication

The protocol of communication for management issues, programming, paperwork, national standing, etc. should be as follows:

Advisory Committee → Regional Director → Headquarters Staff → NBOD

For any pressing risk management issues or concerns advisors should contact Headquarters Staff directly. The Advisory Committee serves as an extension of the National Board of Directors and Headquarters Staff; if for any reason there is a crisis or risk concern it is the advisors responsibility to report all incidents to Headquarters Staff immediately.

Communication Map



Communication Legend

1. HQ to NBOD

- Reports on Membership & State of the Sorority
- Judicial & Expansion
- Recommendations
- Budget
- Vision

2. HQ to RD / RD to HQ

- Visit Reports
- RD Budget
- SOD Analysis
- Resources
- Training Reports for Review

3. HQ to Alumnae

- Volunteer opportunities
- Surveys

4. HQ to Advisory Committees

- Training
- Conduct & Hazing
- Positive News
- Filter at high-volume times
- Questions about pins and certificates
- Assist the areas of:
 - Programming
 - Campus Relations
 - Goal Setting
 - Accountability
 - Risk Management Education
 - Membership Education
 - Regional & National Events
 - Expansion
 - Emotional Intelligence
 - Academics

5. HQ to Entities

- National Paperwork
- Chapter Visitation
- Regional & National Events
- Policy manual updates
- Payments
- Pins & Certificates
- Provide Resources & Assistance
- Risk Management
- Accountability

6. Vendors to HQ

- Licenses and compliance for merchandise sale

7. Regional Directors to NBOD

- Advocacy for Entities

8. Regional Directors to Advisory Committees

- Issues that can't be resolved locally
- SEC Minutes
- Regional Retreat
- Review Bylaws
- Entity Visit
- Standards of Distinction

9. Advisory Committees to Entities

- Entity Meetings
- Agendas, and Minutes
- Executive Board Meetings
- Accurate Info
- Standards of Distinction
- Policy Manual Updates
- Copied on all Submitted Paperwork
- Chapter Visitation
- National & Regional Events
- Goals
- Calendar
- SEC Meetings

12. Regional Directors to Campus Greek Life

- Meeting during Visit
- Status and Concerns
- Establish Relationship

13. Advisory Committees to Campus Greek Life

- Policies & Procedures
- Contact Information
- Status Reports
- Concerns
- SLG values systems
- Dates and events
- Training

10. Advisory Committees to Other Campus Advisors

- Contact Information
- Shared expertise

11. Alumnae to Entities

- Support, chapter national and regional
- Listservs

Advisory Committee Roles & Responsibilities

Faculty Advisor

Member of the university staff or faculty serves as liaison between chapter/colony and university. Typically as a Registered Student Organization, the university requires student organizations to have a faculty/staff advisor that is responsible for such groups. In some instances the Director/Coordinator of Fraternity and Sorority Life may serve as the Faculty Advisor, however, we recommend finding an advisor who will only advise one fraternal organization at a time. This advisor should be knowledgeable on university and state policies and laws, ensure chapter is meeting them and live within a 50 mile radius of the university.

Faculty Advisor Responsibilities

- Serve as liaison between university and chapter
- Complete necessary university paperwork
- Provide chapter with university/community opportunities for involvement
- Advocate for Sigma Lambda Gamma on campus
- Coordinate leadership development workshop, presentation, events on campus, etc for all members to attend
- Keep open communication among Advisory Committee

Chapter Advisor

Typically an alumna sister of Sigma Lambda Gamma or an individual with Fraternity and Sorority Life experience serves as liaison between chapter and headquarters. The Chapter Advisor must be knowledgeable on the sorority's; values, history, programs, and policies and live within a 50 mile radius of the university. Must provide positive guidance while empowering sisters to make their own informed decisions. The Chapter Advisor should never dictate during a meeting as members will learn through experience. A chapter advisor will set the example of what a committed and loyal lifetime member of Sigma Lambda Gamma should be.

Chapter Advisor Responsibilities

- Attend weekly or bi-weekly business meetings (the chapter should take into consideration the advisor's schedule when scheduling meetings)
- Ensure business management and programming are conducive to National Policies and Procedures
- Attend all Sisterhood Enhancement Committee mediations and hearings
- Support chapter's programming
- Refrain from leading (refer to Chapter Advisor's Place in Chapter)
- As an extension of Headquarters, remain as a liaison between chapter and Headquarters
- Assist in Executive Office transitioning
- Keep open communication among Advisory Committee and Regional Director
- Provide chapter with university resources
- Meet with Executive Board once a quarter/semester
- Accessible to members through e-mail, phone and in person
- Meet with Regional Director for chapter visits

Academic Advisor

Academic advisor may be a university official, graduate students, or alumna of Sigma Lambda Gamma that has experience or specialization in academic success/achievement. This advisor should be able to read and interpret transcripts. The Academic Advisor should work in conjunction with the Scholarship Chair and aid in implementation of academic incentive/recognition programs for members and live within a 50 mile radius of the university.

Academic Advisor Responsibilities

- Attend monthly business meetings to ensure members are on task with academics
- Meet with individual members on Academic Probation monthly to establish academic improvement plan and ensure they are meeting requirements
- Ensure academics are conducive to National Policies and Procedures
- Host academic workshop in conjunction with Scholarship Chair on topics to improve academics
- Ensure entity is fulfilling mandatory study hours and implementing academic improvement plan if applicable
- Provide suggestions for Sisterhood Enhancement Committee Academic Probation sanctions to ensure sister reaches GPA requirement set forth by the National Sorority and chapter
- Maintaining grades confidentiality between scholarship chair, president and advisory committee
- Provide on campus and online resources for academic improvement and scholarship opportunities for members
- Keep open communication among Advisory Committee

Intake Advisor

Typically (but not limited to) an alumna of Sigma Lambda Gamma. The Intake Advisor should be officially certified in current Associate Member Education Program, The Journey, and is expected to fully understand the execution of its facilitation; this advisor is also responsible for keeping all members involved in the education program and informed on the expectations of the educators and active members. Additionally, it is important that the Intake Advisor aids the chapter to recruit year-round. Ideally we strive for entities to spend one semester/quarter recruiting then induct the following semester/quarter so that all the women can establish a relationship with their potential Associate Members prior to induction. This advisor should live within a 50 mile radius of the university.

Intake Advisor Responsibilities

- Ensure recruitment timeline and events are conducive to National Policies and Procedures
- Attend recruitment events on campus
- Provide information on recruitment opportunities to aid the entity in year round recruitment
- Ensure the entity is following The Journey, provide facilitation tips if needed
- Review The Journey in depth and become certified
- Assist Associate Member Educator's in meeting preparation and ritual set-up (if a member of SLG)
- Keep open communication among Advisory Committee

Chapter Advisor's Place in the Chapter*

Advising is truly a two-way communication experience. Some helpful points to remember when advising undergraduate chapter operations follow.

1. **Be a role model.** This should go without saying, but it is important to realize that the Chapter Advisor is a living illustration of the fact that sorority affiliation continues after graduation.
2. **Hold the chapter to high standards.** Help the chapter to develop high standards and advise the officers on holding everyone accountable.
3. **Clearly establish your role with the chapter.** The chapter and the officers need to know and agree upon the roles of the Chapter Advisor within the structure of the chapter.
4. **Ask for the chapter's input whenever you present a new idea or opinion.** Presentation, approach, and delivery are important any time something new is discussed with the chapter. When presenting something new at meetings, end with the question, "What do you all think?" You will help free yourself from being accused of being pushy or a know-it-all.

5. Give the chapter, and individual chapter officers and members the same respect you expect from them. If the executive officers are given your respect, they will be enthused and want to learn. The average chapter member will also want to learn.

6. Work most closely with the chapter officers. Open dialogue between executive officers and the Chapter Advisor will enhance your relationship with the chapter and will also result in more business being accomplished.

7. Be cautious about talking about the chapter's, or the university's, past. Chapter members rarely like to hear about "the way it used to be." Glorifying the past or reminiscing about difficulties is usually a quick, sure way to lose your audience.

8. Allow mistakes to be made. Easier said than done. But, what distinguishes an adequate advisor from a good advisor is the ability to gauge the impact of the resulting disaster and determine what intervention is not only desirable, but necessary.

9. Build on an officer's strengths. An undergraduate's personality is largely developed by the time she reaches college, but what can be developed are manners, behaviors, skills and knowledge. Look at performance, not at promise, and focus on strengths and not weaknesses.

10. Function as a liaison. There will be many times when an officer will need assistance in contacting the appropriate school official, another alumnus, or a resource person in the community.

**Adopted from Sigma Nu Fraternity's Chapter Advisor Role*

Chapter/Colony Responsibilities

In order for the Advisory Committee to be as effective as possible the chapter/colony needs to create an open and accepting environment for the advisors. When looking for professionals to fill the advisor positions some good places to start looking are; alumni associations in the area, supportive professors, academic advisors or staff members whose personal values or job responsibilities align with the value system, programming or philanthropies of Sigma Lambda Gamma. Ask your Fraternity and Sorority Life Director for referrals too.

Chapter/Colony Responsibilities

- Keep open communication among Advisory Committee
- Consider advisor's schedules (especially Chapter Advisor) when planning weekly meetings
- Provide business meeting agenda and minutes each week to all advisors
- Stay up-to-date with the National Constitution and Policy Manual
- Inform Regional Director and Headquarters Staff of all advisor changes and complete Fact Sheet each semester with advisor's most up to date contact information
- Provide Advisory Committee with semester/academic year calendars and Standards of Distinction goals
- Provide advisors with necessary paperwork to be completed at least two weeks prior to the deadline

- Executive board monthly/semester meetings with Chapter Advisor
- Provide member and associate member grades to the Academic Advisor
- Provide Advisory Committee with up-to-date National Constitution, Policy Manual, Sisterhood Enhancement Committee Manual and Advisory Committee Manual

Risk & Crisis Management

In Sigma Lambda Gamma, most of our choices affect our ability to manage risk and avoid crisis.

Generally, Risk Management is the process of measuring, or assessing risk and then developing strategies to manage that risk. A *risk is* the possibility of suffering harm or a loss. The main strategies employed include:

- Transfer the risk to another party
 - i.e. insurance
- Avoid the risk
 - i.e. do not drive when intoxicated
- Reduce the negative effects
 - i.e. sprinklers
- Accept some or all of the consequences
 - i.e. skiing

Crisis Management

A crisis is an event caused by a risk; a turning point. Although crises are unpredictable, they are not unexpected. Even when using the above mentioned tactics to manage risk, the common assumption is that something may occur that will lead to a critical situation.

Liability

Liability is something that puts an individual or a group at a disadvantage. It can also be used to define a situation that renders you financially or legally obliged and/or responsible.

There are two main types of liability that concern Sigma Lambda Gamma:

Civil liability – relates to potential wrong doing of an individual or organization to another. When tried in Civil Court, the aim is to right a wrong, honor an agreement, or settle a dispute. If there is a victim, they get compensation, and the person who is the cause of the wrong pays, this being a civilized form of, or legal alternative to, revenge.

Criminal liability – relating to the compliance with federal, state and local law.

The Risk Management Spectrum in SLG

Sigma Lambda Gamma has developed several strategies and plans to aid in the management of the risks that are involved in our daily functioning.

Managing risk in SLG

Some of the mechanisms that Sigma Lambda Gamma has developed to manage the variety of risks are: Risk Management Policies (education), Insurance (risk transference), and Crisis Management Education (risk acceptance).

- *Risk Management Policies (education)*
Some of these policies prohibit certain practices (risk avoidance) while other policies outline how to operate your group as safely as possible (risk reduction). Sigma Lambda Gamma follows the general guidelines of the Fraternity Insurance Purchasing Group (FIPG).
- *Insurance (risk transference)*
Sigma Lambda Gamma has insurance that protects its members, volunteers, and employees from financial liability in the event of a claim against the organization.
 - Members, volunteers and employees may not be covered if their actions/inactions resulting in negligence involve violation of Sigma Lambda Gamma policy or volunteer/employee expectations.
- *Crisis Management Education (risk acceptance)*
We understand that when managing risk, certain events can take place that will lead to a crisis.

Crisis Management

Many incidents can be defined as a "crisis" by our members. When defining an organizational crisis, we use the following as guides:

- An accident resulting in severe or fatal injuries
- Sexual assaults or domestic disputes
- A member attempting or committing suicide
- Fire or explosion where members reside
- Substantial damage or loss to facilities where members reside
- Entity member, members, or the entire entity being accused of violating local, state, federal, or university/college laws, rules, and regulations.

It is very important to remain calm and objective about the situation. More often than not, the students will gage the severity of their situation by the reaction of authority figures.

I just got an emergency call. What do I tell them?

The Risk Management Manual provides our members with some guidelines on handling a crisis. In a moment like this, the anxiety may hinder them from thinking clearly and handling the situation in the best way possible. Do not hesitate to refer them to the Risk Management Manual and help them understand the action steps they must take.

The actions steps for the entity are:

1. Designate a person-in-charge
2. Call for assistance (911-Advisory Committee-Fraternity and Sorority Life Advisor-Regional Director-Headquarters).
3. In case of a suicide or suicide attempt, do not follow to the next step. Make sure the member's privacy is respected and assistance is provided promptly.
4. Assemble the membership

I am off the phone with the entity. What should I do now?

Your next step is to contact the Executive Director/Assistant Executive Director. They will make sure to disseminate the information to the relevant parties and contact the institution and/or other individuals to assess a next step.

Liability

Risk management practices are put in place first and foremost for the safety of our members and the preservation of positive membership experiences. Proper Risk Management practices also help to minimize the occurrence of crises while reducing the liability the organizations, its employees, volunteers, and members would be subject to.

What can I do to avoid liability?

- *Educate* – Members that are aware of the importance of properly managing risk and the potential consequences are more likely to make smarter decisions. Do not forget that repetition enhances understanding!
- *Transparency* – Practice what you preach! Undergraduate members are very impressionable and look up to our alumnae, especially our volunteers, to model their behavior. If you practice proper risk management, they will be inclined to do so too!
- *Compliance* – Sigma Lambda Gamma documents are revised periodically to ensure we are managing potential risk factors to the best of our ability. Compliance with our policies, procedures, and expectations will provide a good start.

What are behaviors that could make me liable?

- Authorizing, condoning, or somehow encouraging behavior that might be risky.
- Failing to prevent and/or report potential policy violations.
- Participating in the daily operations of an entity (i.e. acting as a member of the group).

Appointment of Advisors

Advisors should be appointed according to the entity's bylaw procedure, if your entity does not have a current procedure please contact your Regional Director. Upon appointing an advisor the Advisory Committee Agreement must be signed by both the advisor(s) and chapter president. This manual shall serve as the minimal expectations and responsibilities for advisors to meet.

If an advisor fails to uphold the responsibilities as outlined in the manual and bylaws the chapter/colony has the ability to remove an advisor by majority vote and the Regional Director and Headquarters Staff must be notified. The vacant advisor position should be filled within the same academic semester.

Sigma Lambda Gamma Advisory Committee Agreement

As part of the Advisory Committee for [REDACTED] Chapter I understand that I am serving as an extension of the National Board of Directors and Headquarters Staff to ensure the overall success of Sigma Lambda Gamma National Sorority, Inc. at [REDACTED].

After reading the Advisory Committee Manual and reviewing the advisor responsibilities, communication protocol and risk/crisis management protocol I hereby understand and agree to serve as the [REDACTED] advisor for the minimum of one (1) year from my starting date of [REDACTED].

I understand it is my duty to report any crisis/risk management incidents to the Regional Director and Headquarters Staff promptly should any instance occur. In addition, I agree to keep all individual academic information confidential.

Click [HERE](#) to submit your agreement.

Sigma Lambda Gamma President Agreement

After reviewing the Advisory Committee Manual, protocol for communication, and advisory roles as the [REDACTED] President I agree to the responsibilities the chapter must abide by to guarantee a successful working relationship with the Advisory Committee. If at any time there is a risk/crisis management I will be sure to inform the Regional Director and Advisory Committee promptly.

Click [HERE](#) to submit your agreement.