



**ALPHA SIGMA PHI**

alphasig.org

## CHAPTER ADVISOR ROLE

### TIER 1: NEW CHAPTER ADVISOR

Independent Contract Terms: 10 months (August 1 – May 31)

Volunteer Terms: June/July

Hours: Approximately 10 hours/month + Positional Training

Compensation: \$300/month

Variable Compensation: Paid annually at the end of July – must remain as independent contractor through May 31 to receive variable compensation.

### ADVISOR FOCUS

- Build relationship with officers and undergraduates
- Chapter Council
  - Recruit/have at minimum Finance, Growth, and Retention Advisors on Chapter Council
  - Monthly Chapter Council meetings
- Recruitment – 365 Philosophy
- Chapter Finances
- Brotherhood Development
- Officer Development

### ADVISOR RESPONSIBILITIES

#### REGULAR/MONTHLY

- Weekly Meeting with Chapter President (Face to Face – in person/virtually)
- Monthly Prudential Board Meeting (Face to Face – in person/virtually)
- Monthly Chapter Meeting (Face to Face – in person/virtually)
- Monthly Chapter Council Communication (Chapter Council Meetings/Emails/Check-ins/Etc.)
- Bi-Weekly Meeting with Fraternity Staff Supervisor
- Bi-Weekly Administrative Reports (Completed on week you don't meet with supervisor)
- Attend event outside of chapter meeting (brotherhood, service project, philanthropic event, meal at chapter house, intramural event, etc.)
- Attend Monthly Roundtable hosted for all Chapter Advisors

### OTHER

- Help chapter report new members through Chapter Builder/all Membership Agreements are signed before Scenes 1 & 2 each semester and the chapter completes Scenes 3 & 4 within 35 days.
- Officer Training – Encourage all elected officers to complete the online training modules within 2 weeks of first HQ staff visit post-expansion.
- Chapter Council Meetings – Host 4 meetings/conference calls/virtual meetings are held (August/September; November/December; January/February and March/April).
- Program Attendance – Encourage the chapter to purchase a ticket package of 4 or more (by the stated deadline) and to attend Summer Program in its entirety.
- Help the chapter charter to become a recognized chapter of Alpha Sigma Phi.

### VARIABLE COMPENSATION PLAN: \$2,000 in Bonuses

**New Initiated Members** (chapters 1-59 undergraduates) – Chapter roster on April 16, 2024 increases by 33% or 7+ members by April 16, 2025, whichever is greater - **\$1,000 bonus**  
**OR**

**New Initiated Members** (chapters 60+ undergraduates) – Increase by 5+ members from their previous two-year average - **\$1,000 bonus**

- Chapter must utilize Chapter Builder more than submitting new members to ChapterSpot and entire Prudential Board must be PhiredUp Certified to qualify for bonus.

**Brotherhood Events** – The chapter has and documents 18 non-alcoholic brotherhood events per academic year in which 75% of the members are present. Verified through Annual Report for Accreditation - **\$200 bonus**

**Chapter Council** - Chapter Council has a Finance Advisor, Retention Advisor, Growth Advisor, and Ritual Advisor. Chapter Advisor holds and documents 4+ Chapter Council Meetings before April 15, 2025. - **\$400 bonus**

**Chapter Finances** – Chapter has a zero-balance (no past due debt/outstanding invoices/summer program fees) by June 15 - **\$400 bonus**

- Chapter bills out dues by August 15 and January 15. Verified through GreekBill.