

## ROLE OF THE COMMUNICATIONS ADVISOR

### OVERVIEW:

The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The advisor should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another advisor, officer, board or committee.

Should you have any questions about the role of this advisor, please contact Fraternity Staff.

For additional resources, please visit [alphasigmaphi.org](http://alphasigmaphi.org).

### RESPONSIBILITIES:

- A member of the Chapter Council
- Actively participates in Chapter Council meetings, organized by the Grand Chapter Advisor
- Advises the Vice President of Communications and ensures he meets all officer responsibilities listed below:
  - Records meeting minutes and distributes them within 48 hours of a meeting
  - Calls roll at all regular and special meetings
  - Records member excused absences
  - Creates and updates the chapter calendar with all events
  - Updates the membership roster both on OmegaFi and with the College/University
  - Updates new officers by the December 6th deadline
  - Updates the chapter roster by the December 6th and April 15th deadlines
  - Updates the undergraduate directory. This includes on-campus addresses, permanent address, phone number, personal email and school email
  - Maintains the Chapter Roster Book
  - Maintains the Chapter Constitution and Bylaws
  - Reads all correspondence to the chapter
  - Ensures all Thank You notes are promptly sent out to alumni, faculty/staff, other organizations, etc.
  - Submits chapter news to Fraternity Headquarters for inclusion in publications
  - Maintains the chapter's point system (if applicable)
  - Maintains an annual album of all records, awards, accomplishments and activities
  - Ensures all chapter functions are properly photographed
  - Maintains all social media for the chapter
- Communicates at least twice a month with the Vice President of Communications