

## ROLE OF THE RETENTION 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 responsibilities, provided those responsibilities aren't assumed by another advisor position.

Should you have any questions about the role of this advisor position, please contact your Chapter Advisor or a member of Fraternity Staff.

### RESPONSIBILITIES

- Work directly with the Vice President of Retention (VPR) and have structured bi-weekly 1:1s coaching and supporting this officer.
- Coach and Advise the VPR on developing robust chapter calendars in both the fall and spring term.
- Advise the VPR to proactively communicate attendance expectations for chapter events.
- Confirm chapter calendars include:
  - Weekly brotherhood events
  - Recruitment events
  - Social events
  - Alpha Sigma Phi Philanthropy events
  - Service events
  - Intramural events
  - Chapter meetings
  - New Member meeting and events
  - Educational programming created by the Vice President of Member Enrichment
  - Participation in other organizations philanthropy events
  - Alumni events
  - Ritual events
  - Campus-wide events (Greek Week, Homecoming, etc.)
  - Non-alcohol events
- Participate in all Chapter Council meetings, as scheduled by the Chapter Advisor