**Alumni Chapter Advisory Description and Roles**

**Academic Advisor** – Monitor overall chapter and individual academic performance and scholastic organization.  They will work with individuals on academic goal setting, time management skills, and career guidance.  This person will also work with the chapter’s scholarship chairman to oversee a program to ensure the chapter meets or exceeds Sigma Pi and the college/university’s minimum GPA requirements for members, pledges, and prospective new members.

**Alumni Advisor** – Will assist in relaying information between the alumni and undergraduates through all media/mediums.  Will help undergraduates coordinate alumni events such as Homecoming, Founder’s Day, etc.  This person will also work with the First Counselor of the chapter in producing and distribution of the chapter’s alumni newsletter.

**Financial Advisor** – Will guide the undergraduate Treasurer in financial planning, record keeping, and budgeting.  When needed, will assist with individual dues collection and personal financial management. This person will also ensure that all pledge & initiate fees are transmitted directly to Sigma Pi and are not deposited in the chapter’s own account.

**Housing Advisor** – Ensure the chapter structure has proper maintenance and is compliant with fire and safety codes.  Work with the House Corporation (where applicable) on major renovations, repair projects, annual maintenance projects, ensure compliance with house rules, and coordinate future living arrangements.   For those chapters without a house, the Housing Advisor will work with alumni to establish a House Corporation to look to for potential housing options and explore housing opportunities.

**Membership Education Advisor** – Will aid the chapter in structuring and completing a continuing member development program.  This advisor will certify the chapter’s strict adherence to the Foundation of Membership program.

**Recruitment Advisor** – Assist in organizing a structured recruitment process that complies with Sigma Pi and college/university/IFC guidelines/rules.  Will brainstorm with undergraduates about refining recruitment tactics and events for the future.  This person will also ensure all recruitment events adhere to FIPG/insurance/risk management guidelines.