

REGIONAL CONSULTANT GUIDELINES

Objective

To enhance the Sorority's assistance and guidance to collegiate chapters through the implementation of Regional Consultants, and to enhance interaction between collegiate and alumni members of Sigma Alpha.

Description

Sigma Alpha alumni members will be appointed as Regional Consultants to serve as National Sorority Representatives, in providing assistance and guidance to the collegiate chapters within an assigned geographic region. The Regional Consultant will work with five to eight collegiate chapters within the assigned region by communicating with the chapters on a monthly basis, attending various chapter-coordinated events and conducting National Chapter Visits.

Qualifications

Regional Consultants shall have the following qualifications:

1. Knowledge of the Sigma Alpha Sorority, its history, objectives and policies.
2. Paid membership in the National Alumni Association.
3. Ability to travel to the colleges and universities located within the specified region.
4. Ability to communicate effectively with collegiate members, coordinate planned events and facilitate inter and intra-chapter communications.

Duties & Responsibilities

Regional Consultants will serve a two-year term and shall be required to carry out the following duties:

1. Attend Regional Consultant Training Session, to be held in November each year.
2. Attend two to three National Chapter Visits, within assigned region per semester.
3. Serve as the Regional Conference Coordinator; providing overall guidance and leadership in planning the conference with the host chapter. Attend the Regional Conference, if held and co-author a formal report with the host chapter each year for inclusion in the National Sorority report.
4. Attend and assist with coordination of Leadership Seminar, closest to assigned region.
5. Conduct Monthly Chapter Calls with assigned chapters within region.
6. Submit monthly reports of chapter health to Regional Coordinator by due date.
7. Participate in monthly Regional Consultant meeting/conference call.
8. Review Chapter Annual Reports for chapters within assigned region.
9. Attend and participate in the Summer Meeting, held in June/July.
10. Attend and participate in National Convention, held in October.
11. Monitor collegiate chapter status within region as requested by National Board.

Level of Commitment

Regional Consultants will volunteer three to four days of time per month during their appointment on average. The following months are when a majority of the events would occur:

September, October, November, February, March and April. Expenses for travel and chapter contact will be reimbursed in accordance with the National policy regarding such items.