

Role of the Lead Advisor

Sigma Tau Gamma Fraternity is a values-based organization founded upon the principles of Learning, Integrity, Excellence, Leadership, Citizenship and Brotherhood. The Lead Advisor oversees a team of volunteers who are responsible for supporting the growth and development of the men within the undergraduate chapter. The Lead Advisor, along with the Chapter Advisory Team, work with the Regional Director, campus administration, and headquarters staff to provide the guidance that the chapter needs to make intelligent decisions that adhere to all university, local, state and federal laws, and observe the values and member safety standards of Sigma Tau Gamma Fraternity.

Lead Advisor Expectations

Lead Advisors will support the chapter by:

Promoting the Values, Ideals, and Policies of Sigma Tau Gamma and the Host Institution

- Understand the information contained within the *Path of Principles* and member expectations.
- Attend one national program that focusses on advisor training and support within one year of appointment.
- Meet individually with the university fraternity/sorority life advisor at least once per academic term, and ensure advisor representation at all planned fraternity/sorority life community and advisor meetings.
- Meet with headquarters staff during planned campus visits (when possible).
- Recruit, train, and support a team of at least six (6) advisors who will support specific positions on the chapter Executive Board.
- Participate in and complete all ongoing training and educational opportunities including advisor conference calls and regional/national programs.

Modeling the Way

- Ensure one member of the Chapter Advisory Team attends Associate Member Ceremonies and Initiation Ceremony each semester.
- Ensure that all of your social behaviors align with the expectations that are given to the men in the chapter; in person and on social media.
- Attend and encourage participation in all Sig Tau national events and programming.
- Support the Sigma Tau Gamma Foundation Annually.

Develop Relationships

- Ensure an advisor is present for at least two (2) Executive Cabinet meetings each month.
- Ensure an advisor is present for at least two (2) chapter meetings each month.
- Host at least one (in person or via conference call) meeting with the Chapter Advisory Team per month during the academic month where all advisors can provide updates relevant to the local chapter and National Fraternity.
 - Lead Advisor will ensure that Advisory Team members maintain communication at least twice per month with their respective chapter officers.
- Participate in a monthly meeting with the Alumni Association President (if applicable) to discuss functions of both entities.
- Maintain communication as needed (at least once per month) with Fraternity Headquarters to provide relevant updates regarding the local chapter.
- Facilitate the *Path of Principles* new member education program when necessary.
- Attend chapter events when necessary (Founder's Day activities, Homecoming, etc.)

Promoting Adherence to Chapter Operations and Administrative Tasks

- Ensure that the chapter submits the McCune Annual Report by April 15th.
- Ensure that the chapter hosts elections by November 20 (or as positions become vacant) and submits the Officer Change Form in "My SigTau."
- Hosts/Facilitates mid-year Officer Transition Retreat.
- Works with the chapter president to ensure that all university programs and requirements are attended and completed in a timely manner.
- Ensures that all necessary forms and resources are submitted to Fraternity Headquarters on time.
 - Associate member information
 - Officer update form
 - Roster updates each semester
- Ensures that the chapter maintains a zero balance and that all fees are paid to the National Fraternity by the appropriate deadline.