

Appendix V
New York Alpha
Chapter Advising Model

I. Purpose

To define the Chapter Advising Model appropriate for Sigma Alpha Epsilon fraternity, New York Alpha chapter

II. Role of Chapter Advising

The role of Chapter Advising is to provide support to active members of the chapter as they face the challenges and enjoy the benefits of self-governance and as they learn to emulate the values expressed in The True Gentleman and the OSFL Core Principles. Chapter Advising shall provide a direct link between the local fraternity and its alumni board, as well as links to key constituents at Cornell University, including the Office of Sorority & Fraternity Life, other Greek organizations on the Cornell campus, and Sigma Alpha Epsilon's national office; and through these links, provide a structured, governed system to support, guide, develop, and evaluate the local active chapter fraternity through programming, training, relationship building, and teambuilding.

III. Proposed Membership & Structure

Advisory Board (AB)

- a. Chapter Advisor / Live-in Advisor
- b. Alumni Advisor – Finance
- c. Alumni Advisor – Recruitment
- d. Alumni Advisor – Member Education
- e. Alumni Advisor – Health and Safety

Chapter Leadership Team

- a. Eminent Archon
- b. Treasurer
- c. Recruitment Chair
- d. Member Educator
- e. Health and Safety Officer

Each member of the AB shall also belong to an Advisory Group (AG), as follows:

- a. Eminent Archon – Chapter Advisor / Live-in Advisor
- b. Treasurer & Alumni Advisor – Finance
- c. Recruitment Chair & Alumni Advisor – Recruitment
- d. Member Educator & Alumni Advisor – Member Education
- e. Health and Safety Officer & Alumni Advisor – Health and Safety

The Advisory Groups will deal with subject matter and issues specific to respective chapter officer responsibilities.

The Chapter Advisor shall be nominated by the NY Alpha Alumni Association Board and be elected by the active chapter, for a term of two (2) years. The Chapter Advisor's performance will be evaluated annually by the President of the Alumni Association Board.

AB members shall be nominated and approved by the Alumni Board and serve a two (2) year term. Alumni Advisors, including the Live-in Advisor, can serve additional terms by mutual agreement of the Alumni Advisor and the Alumni Association Board.

Alumni Advisors and the Live-In Advisor shall complete the Chapter Advisor certification program offered by the SAE National Fraternity, and shall be eligible for re-election if their certification is current and if approved by the Alumni Association Board.

Membership on the Chapter Leadership Team shall be concurrent with the term of the respective chapter office.

IV. Proposed Deliverables

Each Advisory Group shall be responsible for the development of an operating plan, specific to the office(s) held by the undergraduate member(s) of the group. Each operating plan shall follow the outline for its portion of the annual Eminent Archon report, as established by the SAE National fraternity program, and found at the following link <https://form.jotform.com/82966000432148>.

Each Advisory Group shall define its deliverables for the academic year by September 30th, as well as the key metrics that will be used to track progress and grade the deliverable and its production.

V. Proposed Operating Rhythm

The AB shall meet by teleconference not less than once per month during the academic year. During this meeting, current issues facing the chapter shall be addressed, as well as updates on operating activities of each AG.

Not less than twice per month, each Advisory Group shall meet separately, either in-person or by telephone, to discuss any current issues, as well as the group's progress on its operating plan.

The Live-in Advisor shall be available to all local members during the academic year and shall attend one (1) local house meeting per month.

VI. Proposed Budget

The budget for the AB will be funded by the NYA Alumni Association in-full. Any travel expenses incurred by Advisory Board members, in conjunction with their duties, shall be borne by the individual member.

VII. Proposed Governance

The Chapter Advisor shall report on the activities of the Advisory Board to the NYA Alumni Association board of directors at its regular meetings held twice per year. This update will consist of the following specific items:

- a. Membership of the AB
- b. Review of AG operating plans
- c. Cornell OSFL Interface
- d. Recruiting – members of the AB and Live-In Advisor

VIII. Proposed Timeline

The Advisory Board shall be in-place by the time officers are elected for a new SAE colony at Cornell.