

A stylized graphic in the background of the top half of the page. It features a sunburst on the right side with rays extending upwards and outwards. To the left of the sunburst are several overlapping mountain peaks. The entire graphic is rendered in a light beige color against a darker beige background.

PI KAPPA ALPHA

ALUMNI ADVISORY BOARD DEVELOPMENTAL GUIDE

2023-2024

Recruit Prospective Advisors

This initial phase typically involves the International Fraternity's alumni department reaching out to Regional Presidents, International Officers, Past Staffers in local areas, founding fathers of the chapter, and requesting referrals for volunteers specific to a particular chapter. Once this list is compiled, along with conducting a radius search (identifying alumni within a specific zip code) and accessing an alumni list (such as all-time alumni of the Omega Omega Chapter), we initiate the "call to action." It's important to note that while this is a general approach, each chapter's Alumni Advisory Board (AAB) search is tailored with a case-by-case strategy. Here are the positions we pitch to the prospective committee, we ask that if they cannot join the board, they recommend who they think can:

Chapter Advisor

Responsible for coordinating and delegating the strategic planning of the AAB, advises the President on a weekly basis. Provides guidance and support to ensure the overall success of the chapter.

AAB Chairman

Acts as the secretary of the alumni entity, sending out correspondence and assisting in filling gaps within the organization. Collaborates closely with the Chapter Advisor and the rest of the AAB to facilitate effective communication and operations.

Operations Advisor (can be split between external & internal)

Oversees internal and external operations of the chapter. Reports to the AAB monthly or bi-monthly, communicating weekly with the internal vice president/external vice president/cabinet members. Responsibilities could include reviewing the internal/external calendar, assisting in the planning of brotherhood events, alumni events, and coordinating training for the PR/Marketing Chairman.

Recruitment Advisor

Advises the recruitment operations of the chapter, reporting to the AAB monthly or bi-monthly. Maintains regular communication with the Recruitment Chairman and the cabinet. Other recommendations for the positions may include addressing recruitment plans, speaking at alumni night during Rush Week, and ensuring a continuous recruitment strategy.

Education Advisor

Oversees advising the Vice President of Membership Development and New Member Orientation. Reports to the AAB monthly or bi-monthly, maintaining regular communication with the relevant cabinet members. Responsibilities may include enhancing educational initiatives for new members and supporting the development of membership programs.

Finance Advisor

Advises the financial operations of the chapter, reporting to the AAB monthly or bi-monthly. Engages in regular communication with the Treasurer and the assistant treasurer, addressing tasks such as reviewing the semester's budget, long-term financial planning, monitoring bank accounts, and overseeing auditing processes.

Health & Safety Advisor

Advises on health and safety matters within the chapter, ensuring compliance with safety regulations and protocols. Reports to the AAB monthly or bi-monthly, collaborating with relevant members to uphold a secure and healthy environment. Other responsibilities could include assisting in finding speakers for chapter, being present during initiation, etc.

Host Calls and Conduct One-on-One Communication, Address Expectations and FAQs

Whether it's an "all-call" virtual meeting or individual discussions, the alumni department engages in recruiting board members while striving for transparency.

We address frequently asked questions, concerns, and common issues related to establishing or expanding an AAB for a chapter.

Finalize Board Appointments and Arrange AAB Orientation Call

During a virtual meeting involving the AAB, chapter executive board, and staff, we can outline the next steps and establish a communication model between the chapter and the AAB. We schedule 30-day and 90-day check-ins with the support of the chapter to ensure communication procedures are established, and semi-annually, ensuring continuous support as a resource for the board.

Additionally, the AAB undergoes accreditation module training, which is currently being updated for fall 2024. This brief online process currently takes less than 30-minutes, is completed by the chapter advisor, supplemented by a repository of resources tailored to each executive board and AAB position. Volunteers are also invited to attend virtual informational sessions, regional PIKE U events, career-focused networking opportunities, and more. Furthermore, they receive the quarterly volunteer newsletter, Room 47, providing updates on What's New with MHQ.

General Expectations of Advisors

Advisors play a crucial role in ensuring the chapter's long-term success and continuity across different executive boards.

Regarding alumni advisory, the chapter should communicate these **four fundamental expectations** to the board. These are minimum requirements, and AABs can exceed them:

- ◆ Establish weekly communication between the advisor and the respective executive position they oversee (e.g., the finance advisor and the treasurer). This mentor/mentee relationship should extend beyond operational matters, fostering personal connections as friends, brothers, and colleagues.
- ◆ Organize monthly to bi-monthly collective AAB meetings, along with quarterly reports/meetings between the AAB and the Executive Board.
- ◆ Encourage AAB members to attend chapter meetings whenever possible. Ideally, one AAB member should attend each meeting to uphold standards and contribute to the chapter's continuous progress. At the very least, an advisor should be present at one chapter meeting per month.
- ◆ Facilitate a seamless transition process for the executive board each year. By participating in and assisting with the transition, the AAB can share insights from past experiences to guide the chapter away from potential pitfalls and towards success.

Finding Additional Resources

For more information and resources related to Alumni Advisory Boards, alumni relations, or alumni associations, visit:

- [myPIKE](#) > Resource Center
- pikes.org/alumni

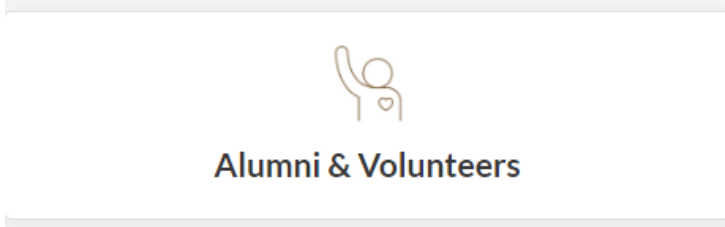
Reporting Newly Elected or Appointed AAB Members

Kindly submit information about your newly elected or appointed Alumni Advisory Board members through the appropriate channels. This ensures accurate records and effective communication within the fraternity.

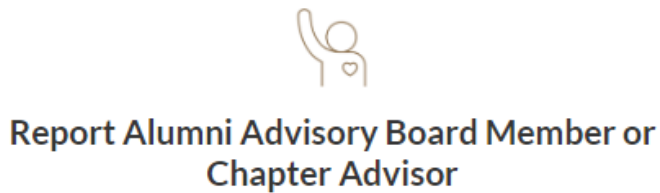
For further assistance or inquiries, don't hesitate to reach out to the International Fraternity or the Director of Alumni Engagement (please see next page for step-by-step instructions).

When you add your new officers, you can go to your myPIKE account and follow these instructions:

1. Click on the **Alumni & Volunteers tile (or Forms & Reports):**



2. Click on the **Report Alumni Advisory Board Member or Chapter Advisor tile:**



3. **Complete the information on this page and submit:**

Report Alumni Advisory Board Member

Member and Chapter Details

Who is the member? *

Type to search...

Type the member's name to start searching. This will only return Alumni members. Can't find the right member? Contact HR for assistance.

Full Name *

Confirm this member's email. If this value is not the member's known email, please try your search again for the correct member or contact alumni@pikev.org for assistance. *

Role Details

Which chapter is this person volunteering for? *

Type to search...

Select the AAB role.

Type to search...

Can't find the role? (Leave blank if you selected a role above.)

Submit