

A stylized graphic featuring a sunburst on the right side, composed of numerous thin, parallel lines radiating from a central point. To the left of the sunburst are several overlapping, angular shapes that resemble a mountain range or a series of peaks. The entire graphic is rendered in a light beige or cream color against a darker beige background.

# PI KAPPA ALPHA

## ALUMNI RELATIONS & VOLUNTEER FAQ

2023-2024

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## Establishing an Advisor or Alumni Advisory Board

If your chapter is currently without an advisor or an Alumni Advisory Board (AAB), you can take the following steps:

1. Contact the Alumni Department and request a radius search for alumni in the area using a postal code. Aim for a range of < 25 miles from key locations depending on size of chapter and city, such as downtown or the campus. This search will provide the chapter with an Excel sheet containing alumni details, chapter affiliation, and basic information.
2. Collaborate with the Director of Alumni Engagement (DAE) and Volunteer Coordinator to identify potential or past volunteers from the search results. This list will be sent to the Regional President, who serves as the liaison between the International Fraternity and AABs, as well as other prominent alumni, for review.
3. After review, work with the Director of Alumni Engagement and chapter representatives to draft a compelling message to be sent to potential volunteers. The DAE can also assist in reaching out to these alumni via phone to discuss potential roles on behalf of the chapter.
4. Begin fostering relationships with these individuals before formally inviting them to join the board. The department encourages the chapter president to establish a mentor-mentee relationship with potential advisors that will assist the chapter long-term.

## Roles and Expectations of Advisors

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

- Alumni coordination encompasses two main areas: alumni relations and advisory.
- In terms of alumni relations, the primary objective is to maintain regular communication with alumni through at least **one newsletter per semester** and an **annual alumni event**.
- Regarding alumni advisory, the chapter should communicate these **four fundamental expectations** to the board. These are minimum requirements, and AABs can exceed them:
  1. 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.
  2. Organize monthly to bi-monthly collective AAB meetings, along with quarterly reports/meetings between the AAB and the Executive Board.
  3. 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.
  4. 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.

## **Reactivating Dormant Advisors or AABs**

If your chapter's advisor or AAB has been inactive for a significant period or their identity is unknown, follow these steps:

1. Approach the AAB Chairman or Chapter Advisor with understanding and attempt to ascertain if any volunteers genuinely want to serve the Fraternity and its best interests. Many times previous executive boards and AABs did not follow or communicate guidelines, as this used to be a more informal process. Also, if guidelines were communicated, they could have been improperly transitioned. It is important to remember volunteers are individuals who choose to give back despite jobs, families, and duties of their own.
2. Reach out to the AAB, offering the opportunity for them to reengage with “reset” expectations or politely request they step down if they are no longer able to contribute effectively.
3. Remember that the process involves the chapter electing its advisor, who then appoints members to the AAB.
4. Communicate any changes and/or questions you may have to the Director of Alumni Engagement of the International Fraternity ([alumni@pikes.org](mailto:alumni@pikes.org)).

Additionally, consider reaching out to neighboring chapters or alumni associations for guidance or potential assistance in identifying suitable advisors or AAB members. Collaborating with other chapters or alumni groups can often provide valuable insights and support during such transitions.

## **Find Additional Resources**

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

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

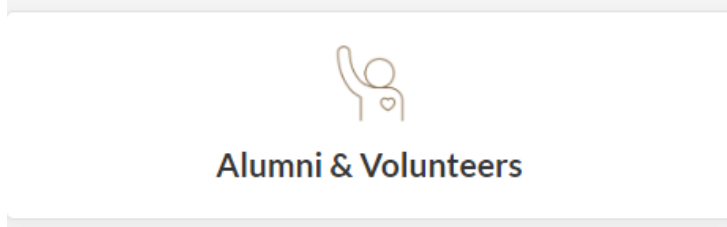
## **Reporting Newly Elected or Appointed AAB Members**

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.

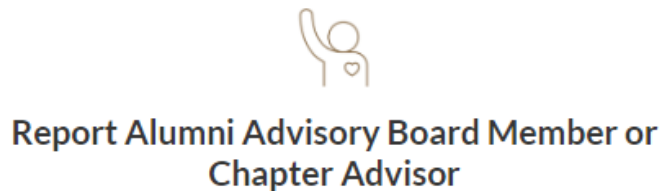
For further assistance or inquiries, don't hesitate to reach out to the International Fraternity or the Director of Alumni Engagement (please see next page for step-by-step instructions).

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

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**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. \*

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**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** 