



Alumni IFC Roles

Support the development of Chapter Advisory Boards

- Chapters should work toward having dedicated advisors/liaisons that have a one-to-one meeting/regular relationship with the chapter president, recruitment chair, new member educator, and risk manager at a minimum.
- Make sure each chapter has full chapter advisory boards that are constantly identifying talent/volunteers to fill open spots/gaps in their boards.
- Health and Safety focuses should prioritize bid night, big/little night, and initiation.
- Provide an updated annual list of resources available to chapters/students with names, emails, phone numbers and services provided. Distribute this to all advisory boards.

Support the development of House Corporation Boards

- Provide an annual survey to all that shares room/board costs, food plan costs, chapter dues costs, lease agreements, vendor relationships, vendor contacts, vendor contracts, etc.
- Make sure each chapter has full house corporation boards that are constantly identifying talent/volunteers to fill open spots/gaps in their boards.
- Evaluate the desire to bulk purchase commonly used items on behalf of the entire fraternity/sorority community to save costs.

Further develop the relationship with your college/university

- Ensure that all members of the fraternity/sorority community are coded/flagged as members of their chapter.
- Develop data sharing agreements with the university/alumni association.
- Explore potential relationships with the university that may allow a bursar role or the ability to put holds on class registration if individuals have not paid their chapter dues/bills.

Develop ongoing education for advisors and house corporation boards

- Set your meetings a year in advance and provide regular communication to all alumni/ae about meeting dates, times, and locations. Hold at least three meetings a year.
- Survey the group to determine highest needs or pain points and then provide educational content with subject matter experts.

Develop better chapter alumni/ae communications

- Ensure that an alumni/ae and undergraduate are jointly in charge of regular alumni communications.
- Ensure that chapters send at least two/three professionally designed hard copy and electronic newsletters to their entire chapter alumni/ae base annually.
- Consider developing and sending out an all fraternity/sorority newsletter to all fraternity/sorority university alumni/ae twice a year.

Develop a local/state governmental relations program that coordinates efforts with other universities

- Local zoning laws
- State governmental relationships