



New Advisor's Checklist (Fall Semester)

Congratulations on your new role as advisor to your institution's Lambda Sigma chapter. It is our hope that this will be a rewarding experience for you and your student members. In order to help make your entry a little easier, we have developed a checklist of things to do during your first semester. Some are tasks and some are reminders. We hope this helps!

Resources Available to You

- _____ Bookmark www.lambdasigma.org and use its resources as often as possible.
- _____ Acquaint yourself with the Advisor Tips webpage [Advisor Tips | Lambda Sigma Honor Society](#).
- _____ Familiarize yourself with the chapter's and National Organization's Constitution and Bylaws.
- _____ Review Honor Chapter Requirements [Honor Chapter Criteria | Lambda Sigma Honor Society](#).
- _____ Visit the online Lambda Sigma webpage [Chapter Calendar](#) with the President to plan out the year. Share timelines, deadlines and chapter meeting discussion items found on the Calendar.
- _____ Contact your chapter's Lambda Sigma National Board Liaison to establish a good working relationship throughout the year.
- _____ Establish understandings with your co-advisor (if you have one) regarding chapter meeting and project/program attendance, lines of authority (e.g., who will make final decisions, who members should first contact, communication between you and the chapter, etc.).

Working with the Chapter President

- _____ Ensure that the President or a member of the E-Board properly reserves meeting rooms for all chapter meetings throughout the fall semester, if not the full year.
- _____ Set up required meetings with the President (e.g., weekly, bi-weekly). Remind the President to use the information found on the Lambda Sigma webpage [Presidents' Resources | Lambda Sigma Honor Society](#).
- _____ Remind the President to seek assistance from the chapter's Junior Advisor. Ordinarily, the prior year's chapter President will serve as the Junior Advisor. If for some reason that

individual cannot serve in that capacity, you and the President should work together to recruit and select a Junior Advisor, preferably one from the former chapter's E-Board.

_____ Discuss with the President plans for Executive Board (E-Board) meetings as well as their (and your) duties and expectations of the E-Board. (For example, who makes meeting room reservations, presides over the chapter's attendance policy, creates and oversees subcommittees, takes Minutes, etc.) Help the E-Board establish goals and objectives for the semester. Establish an understanding with the President about how you may or may not participate in E-Board meetings.

_____ Remind your President of the requirement to attend the National Presidents' Leadership Conference. This required Conference will be held in mid-September. You are more than welcomed to attend as well. Let us know and we will send you the link.

Working with Other Chapter Leaders

_____ Host a meeting with the new Treasurer to run through the chapter's finances. Alert your institution's finance office that you are the advisor of Lambda Sigma and will need access to the chapter's financial statements. If the group received funding from an institutional resource such as SGA or Student Services at the end of the past year, direct the Treasurer to the person(s) responsible for distributing that funding to student organizations.

_____ Ask chapter leaders what media they plan to use to communicate with each other, the chapter, and you. For example, chat groups, texting, email, online forums, and the like. Be sure to tell your President to include you and any co-advisor in all communications to the chapter – especially upcoming chapter meeting dates, times and places.