



# Collegiate Chapter Officers Manual

Revised February 2024



**“Strength, Courage, Wisdom ...  
all in the name of Delta Gamma.”**

**-Debbie Seebold Evans, Mu-Missouri**



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# Section 1: Overview

## Introduction

The Collegiate Chapter Officers Manual is an important resource issued to all collegiate officers and advisers. The information contained in this manual outlines the responsibilities of each chapter officer and board as it relates to the Constitution and the policies and procedures of Delta Gamma Fraternity.

Each collegiate officer is responsible for:

- Being thoroughly familiar with the contents of this manual.
- Complying with the policies and procedures contained in the manual.
- Keeping the manual current at all times by downloading the most current version from the Delta Gamma website library.
- Maintaining resource files that are relative to their office and being aware of additional resources available in the website library.

## Terminology

The complete Delta Gamma Style Guide, with proper grammar, terminology and spelling is available in the website library.

The following is an abbreviated list of Delta Gamma terminology to use:

- **adviser:** When an adviser stands alone, it's spelled with an "e." When they are a part of a team, the spelling switches the "e" for an "o" (i.e. *"advisory team chair"* or *"advisory board"*). Note: National Panhellenic Conference uses the "advisor" spelling in all cases.
- **alumna/alumnae/alumnus/alumni:**
  - alumna—female, singular
  - alumnae—female, plural
  - alumnus—male, single
  - alumni—male, plural or male and female mixed, plural
- **ANCHORA:** The *ANCHORA* of Delta Gamma (pronounced anchor-uh). The Fraternity's quarterly magazine is always in all capital letters and italicized.
- **bylaws:** Lowercase unless used in title of a document; never hyphenated.
- **chapter management team:** Always lowercase. May be abbreviated to "CMT" after first mention.
- **collegians; collegiate:** Collegian – a Delta Gamma member in college. Never "collegiates" or "actives." Collegians are members of a collegiate chapter. Collegiate – an adjective, never a noun; *Ex: "The collegiate chapter is full of diverse collegians."*
- **Executive Offices:** Always capitalized and plural; abbreviated "EO." EO serves as Delta Gamma's international headquarters, not "Nationals."
- **Foundation:** Always capitalized and singular, even in lowercase collegiate and alumnae officer titles. *Ex: "vice president: Foundation."*

- **Founders Day:** Always capitalized and no apostrophe.
- **Fraternity:** Always capitalized when referring to Delta Gamma Fraternity.
- **fraternity/sorority community:** Preferred term for the Greek system.
- **Honor Board:** Always capitalized. When referring to Honor Board adviser, “Honor Board” is capitalized and “adviser” is lowercase.
- **house corporation:** Lowercase unless referring to an official title, such as “Fraternity Housing Corporation.”
- **Initiation:** Always capitalized.
- **new member:** The term for a member who has joined a Delta Gamma collegiate chapter but has not yet been initiated. Do not use “pledge” or “baby.” The term “pledge” is acceptable only when used as a verb.
- **officers:** Use lowercase with collegiate or alumnae offices, with two exceptions: “vp: Panhellenic” and “vp: Foundation.”
- **Panhellenic:** Not hyphenated. (“Pan-Hellenic” refers to the coordinating body of nine historically African American fraternities and sororities.) Capitalize when referring to a specific group or officer title. *Ex: “University of Michigan College Panhellenic” or “vice president: Panhellenic.”*
- **primary recruitment:** Term used to describe traditional recruitment. We no longer use the term “formal recruitment.”
- **resign; resignation of membership:** Correct terms for ending a membership. Do not use “deactivate” or “drop.”
- **recruitment:** Correct term, do not use “rush” or “rushing.”
- **Recommendation Form:** The Recommendation Form is a valuable part of the membership selection process that helps Delta Gamma get to know potential new members prior to the start of recruitment. Completing a Recommendation Form on behalf of a potential new member is one way to sponsor them for membership. All are welcome to submit a Recommendation Form.

Special titles such as Regional Collegiate Specialist, Collegiate Chapter Officers Manual, Collegiate Development Consultant, National Panhellenic Conference and Delta Gamma Executive Offices; must be spelled out at least once before using initials (RCS, CCOM, CDC, NPC and EO).

## Section 2: Responsibilities and Standards

### Delta Gamma Philosophy

Delta Gamma offers to women of all ages a rich heritage; based on sound and tested principles of personal integrity, social responsibility and intellectual honesty.

Delta Gamma's primary purpose is to create an environment for its members in which lasting friendships are established and in which members find the processes, experiences and disciplines which will stimulate clear thought. Its aim is to foster an atmosphere in which women will develop a deeper love and consideration for humankind, a more profound understanding of the purpose of life and a basic wisdom upon which to build their lives.

### Article II of the Delta Gamma Fraternity Constitution

The objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility and to develop in them the best qualities of character.

### Membership Responsibilities

It is the responsibility of each Delta Gamma to:

- Be respectful of their country, their university and their Fraternity.
- Live by the high standards and ideals fostered by Delta Gamma Fraternity.
- Uphold the Oath of Friendship and the Oath of Secrecy.
- Uphold the Statement of Obligation.
- Act in accordance with the Constitution, policies and procedures of Delta Gamma.
- Abide by the chapter bylaws and standing rules.
- Meet all financial responsibilities.
- Wear their badge showing pride in membership.
- Live in the chapter house or any designated Delta Gamma housing (if applicable).
- Contribute their talents and energies toward maintaining the strength and success of their chapter and the Fraternity.
- Achieve their scholastic potential.
- Attend all chapter meetings, ritual ceremonies, functions relating to membership selection and Founders Day observances.
- Conduct herself so that they bring credit to Delta Gamma and the fraternity/sorority community.



## Statement of Obligation

The Statement of Obligation is a contract between each individual member of Delta Gamma and the Fraternity. This contract outlines the obligations and responsibilities of membership. Each new member is asked to sign this contract during week 2 of the new member process and expected to fulfill these obligations for the entirety of their membership in Delta Gamma. It reads:

As a member/new member of the [ ] chapter of Delta Gamma Fraternity, I accept the responsibilities of lifelong membership in the Fraternity. I am familiar with and at all times will abide by the Constitution, policies and procedures of the Delta Gamma Fraternity and the [ ] chapter's bylaws and standing rules. I understand that should I transfer to another campus and affiliate with another chapter, I am still bound by my Statement of Obligation and become responsible for and will abide by that chapter's bylaws and standing rules.

I will live by the high standards and ideals of sisterhood of the Delta Gamma Fraternity. I will strive to achieve my scholastic potential and I will provide, and hereby authorize my university to provide, copies of my grade reports to the director of scholarship within two weeks after grades are released. I will meet my financial obligations, will abide by the chapter's housing policies, and hereby permit the [ ] chapter (or any subsequent chapter with which I affiliate) of Delta Gamma Fraternity to release to my parents/guardian information regarding my financial obligations incurred as a member in the chapter. I will hold in confidence the business and rituals of Delta Gamma Fraternity and of my chapter.

I understand that the Honor Board of [ ] chapter (or any subsequent chapter with which I affiliate) has the responsibility to enforce all chapter, Fraternity, and university rules and regulations, and to require me to comply with all local, state, provincial and federal laws. I understand that a violation of any of these requirements will result in disciplinary action against me by the chapter Honor Board in accordance with the procedures of Delta Gamma Fraternity. Furthermore, I consent to electronic communication regarding Fraternity business at the email address I have provided.

If for any reason my membership is terminated, I promptly will return my badge and my membership certificate.

[ ]

Date

[ ]

Print new member name

[ ]

New member signature

## Fraternity Standards for Collegiate Chapters

The Delta Gamma Fraternity Standards for Collegiate Chapters ("Fraternity Standards") were established in accordance with the guiding principles of Article II of the Delta Gamma Constitution, "the objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character."

Fraternity Standards are intended to identify chapter expectations that align with Article II and serve as a guiding tool for evaluating chapter success. Performance related to these standards will determine chapter status, support, and awards.

The Fraternity Standards for Collegiate Chapters were updated in 2023 and will continue to be reviewed and updated regularly. The most current version of the Fraternity Standards and related resources can be found in the Delta Gamma library, where you will find:

- the Fraternity Standards themselves, including a cover letter explaining the changes that have been made in the current revision and a quick overview of the Fraternity Standards; and
- an FAQ document discussing timing changes, changes to status, how this impacts your role and other frequently asked questions about the Fraternity Standards.

There is also a module in The Pursuit where you can learn more about the Fraternity Standards.

As a collegiate officer or adviser, you should understand the Fraternity Standards and use them to guide your decision-making. Many other tools are available, such as the CMT Planning Tool, to reference and align with the Fraternity Standards.

## Status for Collegiate Chapters

Council may place a chapter on Poor Standing status for violation of the Fraternity Constitution, policies and procedures and/or for failing to maintain the Fraternity Standards for Collegiate Chapters. Collegiate chapters may also be placed on Support Status if the chapter is failing to meet standards in a specific operational area, or in a multitude of areas, not severe enough to result in a Poor Standing status. All chapters on a chapter status are reviewed at fall and spring Council meetings. The below chapter statuses may be utilized. Additional information on chapter status can be found in the Chapter Status Guide in the Delta Gamma library.

### Temporary Chapter Restriction Status (TCRS)

A chapter may be placed on Temporary Chapter Restriction Status during a Fraternity assessment of a chapter incident and especially when the incident involves member safety, police investigation or the entire chapter membership. The Temporary Chapter Restriction Status may be put in place at any time during a chapter incident.

- A chapter placed on TCRS would potentially have all or some chapter activities halted for the duration of the assessment of the chapter incident. The Regional Director and RCS/CAC/NCC, with input from Collegiate Development Specialist at Executive Offices, will make the determination of appropriate activities given the nature of the incident and the nature of the chapter's upcoming activities.
- At the conclusion of the assessment of the chapter incident, the chapter may be placed on another chapter status or may be returned to no status.

### Chapter Status

Within the Chapter Status Model, a chapter may be placed on one of the following statuses:

- a. Good Standing
- b. Support: Good Standing
- c. Advancement: Good Standing
- d. Revitalization: Poor Standing
- e. Probationary: Poor Standing

In the event of a chapter incident, Temporary Chapter Restriction Status (TCRS) may also be utilized in the interim of a chapter investigation until additional steps or the future status of the chapter can be determined.

A "Warning" may be issued for incidents in which a status escalation is not warranted."

For more information on the statuses and expectations of each, please refer to the Chapter Status Guide in the Delta Gamma library.

## Section 3: Frequently Asked Questions

The questions in this section were formulated to answer common questions that arise during a collegiate officer's term. For further clarification, please consult your advisory team members or your Regional Team.

**Q: I am a new officer. What is the first thing I should do upon receiving the CCOM?**

**A:** Take 30-40 minutes to familiarize yourself with the manual. Make sure you take time to read through your specific officer responsibilities and the responsibilities of any officer you oversee or that you report to. You can also gain valuable insights by reading Sections 2, 4, 5 and 6.

**Q: What happens when a member leaves school and is not enrolled anywhere? Do they become an alumna automatically?**

**A:** Yes, a member who leaves school is granted alumnae status, but this does not happen automatically. The chapter or member transferring will need to submit a Transfer Form indicating their withdrawal from the university to Executive Offices for processing.

**Q: Does a transfer student automatically become a member of the new chapter when they enroll in the new school?**

**A:** No, a Delta Gamma transfer student must go through the affiliation process before they can be considered a member of the chapter at the new school. Their former chapter must verify their good standing through the submission of a Transfer Form to Executive Offices. Once this form is received by Executive Offices, a staff member will contact the chapter officers at their new school to notify them of this member's arrival to campus.

**Q: What happens if a member who left school comes back? Do they become a collegiate member again?**

**A:** "Every unmarried undergraduate member of the Fraternity, taking work leading to a degree in the institution where their chapter is located shall be a member of that chapter." (ARTICLE XVI. Section1.) When a member returns to school after an absence, they resume collegiate membership status. The member is extended the same rights and responsibilities as other collegiate members and is bound by the chapter bylaws and standing rules, just as before. The member is responsible for all dues and fees as soon as they resume their collegiate status. However, they would not have accrued any debt to Delta Gamma while they were away from school, as they gained alumnae status during that time. If they affiliated with another chapter of Delta Gamma at another university during their absence, any outstanding dues and fees would be payable to that chapter of Delta Gamma, and that chapter should attest to their good standing.

**Q: Honor Board gave me early alumna status based on my special circumstances. Why am I still responsible for paying Delta Gamma fees?**

**A:** Honor Board cannot grant anyone early alumna status. They can only give their recommendation for consideration. All requests must go through Honor Board, your ATC and then are submitted to your RCS/CAC/NCC. If they determine that the request reflects extreme circumstances, then they send the request with their recommendation to Council for review. A member is responsible for all fees and obligations until they receive written notification of the status of their request from the RCS/CAC/NCC and/or Council.

**Q: What happens if the chapter president can't attend Convention? Can the chapter send one of our vice presidents?**

**A:** It is an office responsibility of the president to attend Convention during a convention year. Policy directs that a president who does not attend Convention must forfeit their office. In the event of serious illness of the chapter president, a death in their family or their registration for an extraordinary academic experience, the chapter president may submit a request to waive policy to the RCS/CAC/NCC by the annual deadline. Only Council can waive a president's attendance at Convention.

**Q: We didn't make Quota during primary recruitment, but we are happy with the members we have. Is it okay if we don't COB this fall?**

**A:** All chapters are expected to meet Quota during primary recruitment or through Continuous Open Bidding. It is a Fraternity standard that Quota is consistently met – so if the chapter is not at Total and did not meet Quota through primary recruitment, it is the chapter's responsibility to participate in COB. All membership decisions and strategy should be discussed with the Regional Collegiate Recruitment Specialist/Collegiate Recruitment Consultant/New Chapter Recruitment Coordinator.

**Q: What documents are useful in reminding chapter members of their responsibilities and obligations to the chapter and Fraternity?**

**A:** Section 2 of the CCOM lists the Fraternity philosophy, membership responsibilities and Fraternity standards for the collegiate chapters. A copy of the Statement of Obligation is also included in this section, which every member signs during their new member period.

**Q: How does the Fraternity Constitution relate to collegiate chapters?**

**A:** The policies of the Fraternity are interpretations and explanations of what is stated in the Constitution. Without the Constitution, the Fraternity would have no basis for the standards that we set for our chapters and members, both collegians and alumnae. Council interprets the Constitution when making policies. The Constitution can only be changed by the voting Convention body. All collegiate and alumnae chapters send a delegate to comprise the Convention body.

**Q: Where is the first place to look for a policy or procedure?**

**A:** The Delta Gamma website has a searchable library that includes policies and procedures. Some important Delta Gamma procedures are also detailed in Section 6.

**Q: Our chapter has lost track of which directors/committees fall under which vice presidents/directors. Where should we look in the CCOM?**

**A:** Sections 4 and 5 give detailed descriptions of officers, directors and committees. Section 4 lists the different organizational systems in a collegiate chapter with an organizational chart included. Section 5 addresses the responsibilities of each officer and their corresponding directors. Section 5 also outlines the committee structure. The directors each chapter has can also be found in the chapter bylaws and standing rules in Article IX of the bylaws.

**Q: I am an officer without any directors. Do I have extra responsibilities and tasks to make up for this?**

**A:** Section 5 explains each vice president's responsibilities. Under each office, the CCOM guides a vice president as to what their duties are if they are without a director.

**Q: If I have a question, should I contact the corresponding Council Trustee?**

**A:** No, it is more appropriate to contact your regional team members with any questions before contacting a Council member. If the question or situation needs to be escalated, your regional team will direct such actions.

## Section 4: Chapter Organization

Four boards play important roles in determining the efficiency of a chapter's organization. These groups are the chapter management team, Honor Board, advisory team and House Corporation Board. All members and new members should have a comprehensive understanding of the responsibilities of each board. It is essential that the members of each board understand the functions of all the boards and the relationship of each to the others so they will be able to work together efficiently. Refer to *Delta Gamma Fraternity Constitution*, Article XVI.

### Chapter Management Team

The chapter management team (CMT) is responsible to Delta Gamma Fraternity and to the chapter for effective chapter administration, efficiently organized chapter meetings and well-planned programs and events. Each officer's first responsibility is to the team effort and then to the specific duties of their office. These officers will create an environment in which the Delta Gamma Philosophy is honored, and each member will achieve their full potential. A member of the advisory team should be present at CMT meetings.

The chapter management team shall be comprised of the following elected officers:

- president (chair)
- vice president: social standards
- vice president: finance
- vice president: communications
- vice president: programming
- vice president: member education
- vice president: membership
- vice president: Panhellenic
- vice president: Foundation

\*A visiting Collegiate Development Consultant (CDC) should attend a CMT meeting as a non-voting member.

Refer to Policies: Chapter Management Team Composition.

### Responsibilities of the CMT

- Upholds the philosophy of Delta Gamma Fraternity.
- Enforces the *Delta Gamma Fraternity and Foundation Constitutions*; Fraternity policies and procedures; the chapter bylaws and standing rules; university regulations; and local, provincial, state and federal laws. Refer to Policies: Membership Responsibility; University/Conflicts; University/Cooperation.
- Meets weekly for discussion of Fraternity and chapter administration and to plan and evaluate future programs and events.
- Plans the agenda for weekly chapter meetings. Refer to Policy: Formal Chapter Meeting.
- Reviews annually the chapter bylaws and standing rules (BLSR) and suggests amendments and revisions. Refer to Policy: Bylaws and Standing Rules.
- Reviews annually the chapter's visitation policy and makes changes to the chapter standing rules, approved by the Regional Housing Specialist, if amendments are requested.
- Schedules an annual chapter meeting to present, discuss and approve the chapter budget. Refer to Policies: Budget/Balanced; Budget/Surplus.
- Attends, as a team, all officer workshops and chapter retreats.
- Recognizes potential challenges and issues and takes preventative action.
- Plans a balanced master calendar of programs and activities to include the areas of enrichment, member education, rituals, social activities, public relations and Foundation that will meet the needs and desires of members.
- Encourages collumnae participation in programs and projects.
- Participates in required calendar planning meetings to discuss and plan the chapter calendar and enters respective events/dates into Anchorbase.



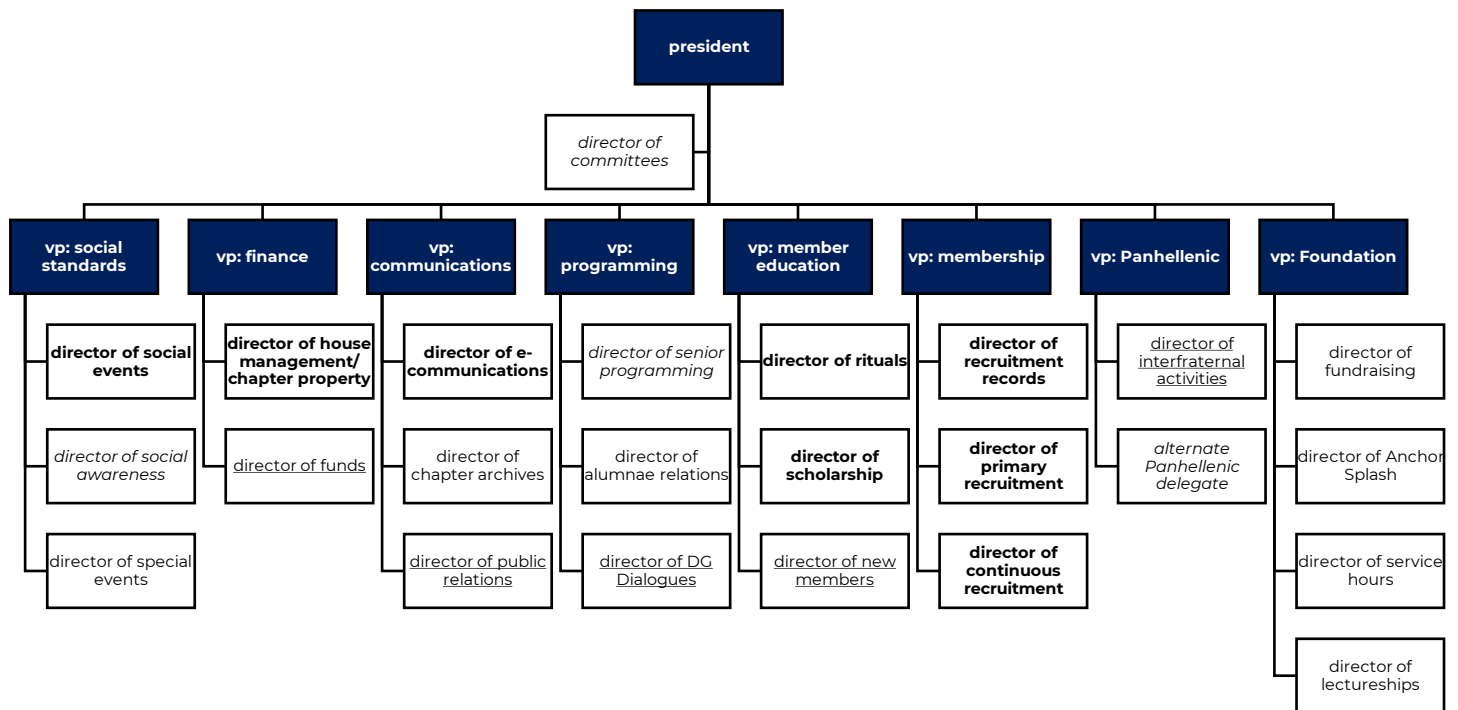
<b>Officer Title</b>	<b>Areas of Responsibility</b>
<b>president</b>	committees; elections; officer transition; presidential responsibilities; university relationship
<b>vice president: social standards</b>	Honor Board; recognition; social awareness; social events; awards; visitor hospitality
<b>vice president: finance</b>	housing; chapter budget, member dues, all finances
<b>vice president: communications</b>	<i>ANCHORA</i> updates; BLSR; (serves similarly to secretary on a board of directors); chapter communications; chapter archives; chapter recorder; correspondence; electronic communications; public relations
<b>vice president: programming</b>	alumnae relations; chapter retreat; master calendar planning; senior pursuit; sisterhood events; DG Dialogues
<b>vice president: member education</b>	Fraternity education; new member pursuit; continuing member education; rituals; scholarship
<b>vice president: membership</b>	COB/informal recruitment; recruitment; recruitment records
<b>vice president: Panhellenic</b>	activities; Panhellenic delegate's duties
<b>vice president: Foundation</b>	Foundation education; merit-based undergraduate scholarships and graduate fellowships; Sisters Helping Sisters: Need-Based Scholarships; Foundation fundraising; Service for Sight education and service

## Chapter Management Team (CMT)

The number of directors is based on chapter size:

- **Bold:** all chapters
- Underline: 36-75 members (all bold directors plus these)
- *Italic:* 76-125 members (all bold and italic directors plus these)
- Regular: more than 125 members (all bold, underline and italic directors plus these)

Note: if a chapter wishes to have an office not listed here, that office must be approved by RCS/CAC/NCC before slating.



## Directors

Directors are appointed to oversee major areas of chapter business. The director positions are designed to be flexible and allow the chapter to determine areas in which specific support is needed.

### Selecting Directors

The director positions are listed in order of priority and are generally added in the order presented. The selection of specific director positions must be made under the direction of the advisory team chair (ATC) and is subject to the approval of the RCS/CAC/NCC 6-8 weeks prior to elections. The suggested number of directors a chapter selects is based on chapter size. Refer to Policies: *Director/Committee Selection Approval; Chapter Organization/Committees Required; Chapter Organization/Directors Required.*

### Selection Guidelines

- The order of director appointment may be altered with ATC approval if a chapter needs support in an area too low on the list.
- If a special area of chapter concern is not listed as an option, the chapter may create a new director position/committee to specifically address that need.
- Elections Committee appoints directors after chapter officer elections. Appointments are made based on mutual selection, chapter needs, and requests made by new officers.
- All directors will be installed along with the officers of the Chapter Management Team.

### General Responsibilities for All Directors

- Is knowledgeable of the *Delta Gamma Fraternity and Foundation Constitutions*, the *Collegiate Chapter Officers Manual (CCOM)*, all handbooks pertinent to the position, the chapter bylaws and standing rules, and the current policy and procedure statements received from Council.
- Attends JCMT meetings (and CMT meetings when asked to do so by the supervising officer or chapter president.)
- Proposes dates for the master calendar each term.
- Completes the Committee Minute Form and submits it to the director: committees (or president) within one week of each committee meeting, if directing a specific committee.
- Communicates with the supervising officer on a weekly basis.
- Communicates with the chapter president/supervising officer if there is a need to be placed on the chapter meeting agenda.
- Selects an assistant, if needed, from the committee with which they work.
- Communicates on a regular basis with the appropriate adviser.

Chapter Size	Directors	Responsibilities
<b>All Chapters</b>	director of e-communication	website creation & maintenance; social media
	director of house management/ director of chapter property	manages house duties and contracts submits wish list to FMC and manages chapter property
	director of continuous recruitment	assist with recruitment, coordinate COB
	director of primary recruitment	assist with recruitment; Evaluating Committee (EVC);
	director of recruitment records	assist with recruitment, EVC, Recommendation Forms
	director of rituals	formal and informal rituals, new member rituals; leads rituals committee
	director of scholarship	scholarship programming; collect grades; leads scholarship committee
	director of social events	organizes and completes paperwork related to social events
<b>36-75 Members</b>		
Have the directors above, plus:		
	director of funds	assists with chapter financial operations
	director of interfraternal activities	coordinates activities that are Panhellenic or fraternity/sorority community in nature
	director of new members	coordinates new member pursuit
	director of public relations	coordinates chapter PR efforts
	director of DG Dialogues	assists with DG Dialogues
<b>76-125 Members</b>		
Have the directors above, plus:		
	director of committees	oversees committee system
	alternate Panhellenic delegate	attend Panhellenic meetings with vp: Panhellenic

director of senior programming	senior programming
director of social awareness	etiquette; social responsibility, CDC visits

## 126+ Members

Have the directors above, plus:

director of alumnae relations	attends local alumnae meetings; leads alumnae relations efforts
director of Anchor Splash®	organizes and executes Anchor Splash/Anchor Games
director of chapter archives	chapter history; leads archives committee
director of fundraising	coordinates fundraising efforts
director of Lectureships	*for chapters with an established Lectureships in Values and Ethics program
director of service hours	provides service opportunities and tracks Do Good Hours
director of special events	plans larger social events (formals, homecoming, etc.)

**Note:** The responsibilities listed here summarize broad areas. Refer to Section 5 for complete descriptions.

## Committees

Committees allows every member of the chapter to contribute their talents in an area that interests them. The director/committee system is designed to be flexible and allow the chapter to determine areas in which specific support is needed. Committee assignments are made so that cliques are disbursed, and requested choices are honored when possible. More details on the committee system may be found in the Changing of the Tides Handbook in the Delta Gamma library.

Reminder: officers and directors must understand that every member has a unique level of commitment to Delta Gamma. Not all members will give the same amount of time and energy.

### Committee System General Guidelines

See Appendix VI in Changing of the Tides for additional information on how to use and manage committees, including how and why to delegate, and best practices for committees.

- All chapter members participate in the committee system.
- Following Initiation, new members are assigned to committees throughout the system (e.g., not grouped together).
- Chapter members should complete the Committee Application Form found in the Changing of the Tides to apply to be on a specific committee. The president or director: committees should assign members to each committee based on their applications.
- Each vice president serves on the committee most closely aligned to their area of responsibility.
- Committee size is determined by chapter size and need.
- Committees consist of members from all member classes in the chapter.
- Committee leaders may provide brief reports during chapter meeting.
- Complete a [Committee Minutes Form](#) for each meeting and submit to either the director of committees or the president.
- Based on chapter need, committee terms may be formed as follows:
  - Per event: committee comes together to plan/execute a specific event.
  - Per term: committee membership is held for one term.
  - Annually: committee membership is annual and corresponds to officer terms.

### Committee Meeting Minutes

A Committee Minutes Form should be filled out at each committee meeting; listing what was accomplished at the meeting, who was present, etc. (Refer to sample committee minutes form in the website library.) This form should then be submitted to either the director of committees (if the chapter has one) or the president so that they may monitor what each committee is doing and suggest interaction for multi-purpose programming.

Assignments to committees will be made to encourage new friendships; requested choices are honored when possible. The Committee Application Form will be helpful in determining committee assignments.

### Committee Structure Recommendations

Number of Members	Committees	Reports to
All Chapters	diversity, equity & inclusion (DE)	president
	programming	vp: programming
	rituals	director of rituals
	recruitment	vp: membership
	scholarship	director of scholarship
	social events	director of social events
	retention	director of continuous recruitment
76-125	member education	vp: member education
	communications	vp: communications
	chapter operations	director of house management/ chapter property
	Foundation	vp: Foundation
	new member	director of new members
126+	public relations	director of public relations
	song	vp: membership
	alumnae relations	director of alumnae relations
	archives	director of chapter archives
	fundraising	director of fundraising
	social awareness	director of social awareness

An Anchor Splash®/Anchor Games committee may be formed as needed, or every chapter member may participate in committees related to Anchor Splash/Anchor Games.

<b>Number of Initiated Members</b>	<b>Number of Directors</b>	<b>Number of committees</b>
Up to 35	5-6	5
36-75	6-10	5
76-125	9-14	6-10
More than 125	13-19	10-16



## Honor Board

In collegiate chapters, Honor Board joins the chapter management team as a critical component of chapter life. Chapter management team is responsible for the administration of the chapter as well as the programming that promotes sisterhood and excellence. Honor Board is responsible for the chapter morale, and motivation to individual and collective excellence and member needs.

In its weekly meetings, Honor Board should assess chapter attitude and morale, consider members for recognition and evaluate means of motivating chapter members to participate and benefit more fully from fraternity life. Based on chapter feedback, Honor Board may make recommendations to the chapter management team for administrative or programming areas that require attention. Honor Board may also develop its own programming.

Honor Board shall be comprised of the following elected officers:

- vice president: social standards (chair)
- president
- junior member
- sophomore member
- member-at-large

\*A visiting Collegiate Development Consultant (CDC) may attend an Honor Board meeting during their stay but will not be present for any allegation assessments and/or formal hearings that take place. Refer to Policies: Honor Board Composition

## Responsibilities of Honor Board

- Meets weekly for discussion of Honor Board matters, including programming suggestions, allegation assessments and formal hearings.
- Reviews member requests for Excused Status and Early Alumna Status.
- Enforces the Fraternity Constitution and policies and procedures; Statements of Obligation; chapter bylaws and standing rules; university regulations; and local, state, provincial and federal laws.
- Recommends to the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator the removal from office any officer who is not performing their duties.
- Meets with vice president: finance on a monthly basis regarding Past Due Receivables of current members.
- Recommends educational programming to the chapter management team, based on behavioral trends that may be noted as a result of Honor Board matters.

- Monitors trends and concerns within the chapter membership. If concerns are present, individual members are encouraged to file a Statement of Obligation Review.
- Motivates and guides members and new members to conduct themselves in a manner whereby the ideals fostered by Delta Gamma are upheld. Refer to Policies: Membership Responsibility.
- Meets with members who struggle with meeting their membership requirements and/or have questions about Member Status options.
- Serves as chapters Retention Committee in chapters with fewer than 36 members.

### **Combined Responsibilities of CMT and Honor Board**

It is essential that members of the CMT and Honor Board understand not only their individual functions, but also the combined responsibilities of the two boards.

CMT:

- Administers and implements chapter business.

Honor Board:

- Assesses chapter attitude and morale.
- Develops programs to recognize admirable behavior.
- Addresses violations of Delta Gamma policies.
- Develops plans to encourage each member to reach their full potential.

Together, the two boards:

- Appraise the strength and well-being of the chapter and plan accordingly, each board assuming its appropriate responsibilities.
- Develop a general concept of programming for the year based on feedback from chapter evaluation and goal setting in a chapter retreat setting.
- Evaluate and revise suggested programming and activities presented by officers and directors.
- Plan, during the current academic term, the chapter program and activities for the next semester/quarter. Submit it to the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator for their approval and then present this master calendar for chapter vote.
- Schedule a meeting of both boards and directors during or immediately following the visits of Fraternity visitors to discuss recommendations for chapter improvements and means of implementation.
- Recognize members for upholding Article II and encourage other sisters to do the same.

## Advisory Team

The advisory team is composed of alumnae who volunteer their time and service to support the collegiate chapter. Collegiate chapter advisers work as a team to affirm positive decisions made by collegians and to help the officers adhere to all Fraternity policies and procedures. Through weekly personal contact with specific officers, they guide the chapter and mentor its members in overcoming challenges and achieving the full potential of the chapter. The advisory team provides continuity to chapter administration.

Detailed adviser descriptions and areas of responsibility can be found in the Fraternity Volunteer Position Description Handbook and other adviser materials in the website library.

Advisers are expected to:

- Know chapter organization and officer responsibilities to ensure that officers/directors comply with these expectations.
- Support decisions made by RCS/CAC/NCC and other Fraternity Leadership.
- Be dues-paying members of the Fraternity. *See Policy: Per Capita Dues.*

An adviser *should* attend:

- Officer elections
- Transitions
- Membership selection (ATC and membership adviser only)
- Rituals (Pi Alpha Ceremony, Inspiration and Initiation ceremonies)
- Chapter meetings where votes are taken

Advisers *are encouraged* to attend:

- Chapter meetings on a rotating basis
- CMT meetings
- New member meetings
- Recruitment to assist behind the scenes, and otherwise support the chapter
- Foundation Anchor Splash or Anchor Games events; other fundraising events
- Retreats
- Calendar planning meetings

The Honor Board adviser should attend:

- All Honor Board meetings where formal hearings or Statement of Obligation Reviews are held

The Honor Board adviser is encouraged to attend:

- All weekly Honor Board meetings

The advisory team chair should attend:

- The Elections Committee meetings to create the officer elections ballot and appoint directors

## House Corporation Board

The House Corporation:

- Rents the property to the chapter in a landlord-tenant relationship. A lease agreement between the two parties must be signed annually with copies held by both parties.
- Assumes, through its elected board, the maintenance of the property as a landlord.

The chapter officers, the house director and the advisers:

- Operate the house, suite or room during the school year.
- Ensure that the members take care of the property, including furniture and decorations.

The House Corporation Board is composed of elected directors and ex-officio voting members. The board is regulated as such:

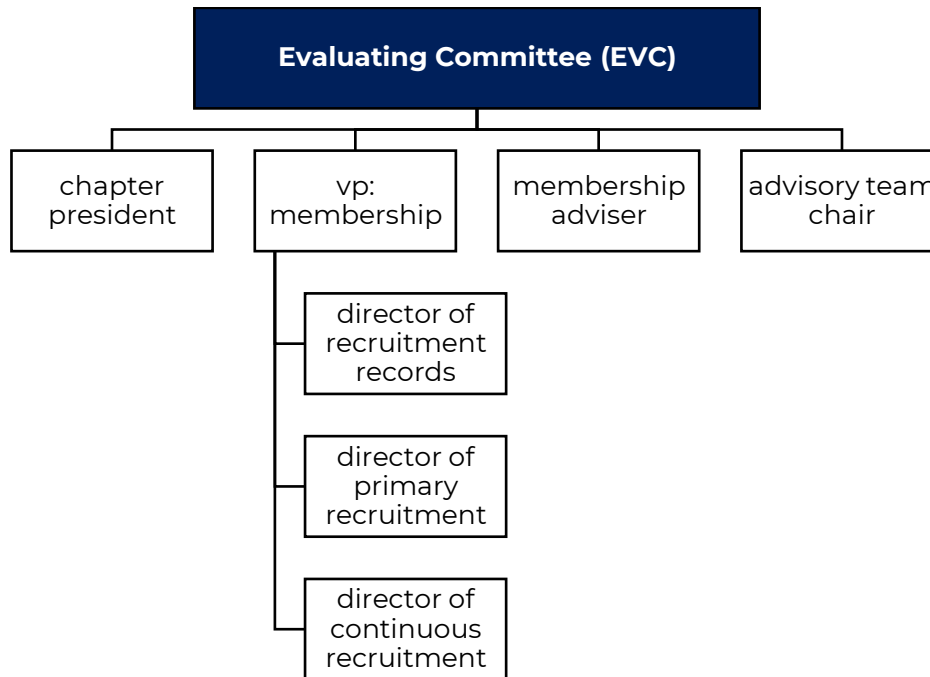
- The directors are elected by the corporation at its annual meeting. They serve for a term of two years, with the terms staggered between the directors. No director should serve more than three consecutive full terms without two intervening full years off the board. Terms run from July 1 to June 30.
- The number of directors is determined by the house corporation's bylaws. Delta Gamma House Corporation Model Bylaws stipulate not less than two (2) for unhoused corporations and three (3) for housed corporations and no more than eleven (11) elected directors for both housed and unhoused corporations.
- The ex-officio members are: advisory team chair, collegiate chapter president, collegiate chapter vice president: finance and the collegiate chapter director of house management/chapter property. They are voting members of the board. All ex-officio voting members should attend all house corporation meetings.
- The house corporation board elects its officers from among the directors. The officers are president, vice president, secretary and treasurer or secretary-treasurer, all of whom are elected at the first board meeting following the annual meeting and serve for a minimum of one year. They may be reelected each year until the end of their term as a director, which is a maximum of six (6) consecutive years. Terms run from July 1 to June 30.

In order to serve as a director of a house corporation, an alumna must be a life member of that corporation. This may be achieved in one of two ways (1) they are an initiated member of that chapter or (2) they have paid the minimum house corporation fee stated in the house corporation bylaws. They must also be current on their per capita dues to the Fraternity.

## Standing Committees

Each collegiate chapter shall organize the following committees:

### Evaluating Committee



The chapter's EVC is the primary administrative group of the chapter during recruitment and COB. Refer to Policy: Evaluating Committee.

No other collegians, alumnae or advisers may sit on EVC, with the exception of official Fraternity officers who may be attending the chapter's recruitment.

#### EVC Responsibilities:

- Directing the chapter to achieve Quota and campus Total.
- Planning and directing preparation recruitment preparation workshops and prep week.
- Reviewing requests for excuses from recruitment workdays and events and forwarding any conflicts regarding recruitment fines to Honor Board.
- Directing the chapter to set appropriate goals for membership.
- Supervising the preparation of recruitment and membership standing rules, including the section granting authority to the Evaluating Committee.

- Evaluating candidates on the basis of the objects of Article II and the chapter's membership goals.
- Presenting the names of well-recommended and outstanding women to the chapter.
- Recommending the potential new member for membership, when necessary.
- Supervising the preparation of the party invitation lists and preferential list.
- Reviewing and complying with the daily Release Figure Method carry figures and flex list numbers.
- Verifying that daily invitation lists submitted by the chapter are accurate and complete.
- Keeping an accurate list of statistics regarding recruitment release figures, return rates and bid matching.
- Dealing with confidentiality with substantiated character concerns about a potential new member.
- Ensuring that all Delta Gamma and Panhellenic policies are followed.
- Utilize recruitment software to maintain a record of recruitment statistics regarding potential members who were released or who released the chapter, numbers invited to each party, number bid, number pledged, etc., for reports and future chapter reference.
- Conducting a post-recruitment evaluation with the chapter and new members if needed.
- Identifying potential new members who will be eligible for Continuous Open Bidding.
- Supervising chapter continuous recruitment efforts (led by director of continuous recruitment).
- Identify Recommendation Forms that will be used to determine qualified potential new members to be considered for COB.
- Assist in preparing the chapter's PR plan.
- Facilitating relationship building among members to support rotation group creation, increase engagement and build a sense of belonging within the chapter.

*Note: In deferred recruitment, outgoing EVC officers will continue to serve on EVC.*

### **House Corporation Employment Committee**

The house corporation maintains an employment committee whose chair is an elected member of the house corporation board and appointed by the house corporation president. Employment committee membership shall be as follows:

- committee chair
- advisory team chair
- one collegiate member of the house corporation board, appointed by collegiate chapter president

The employment committee will hire, train and hold a yearly performance review of the house director. The committee will share recommendations with the house corporation regarding any changes to payroll activity including raises and the addition or deletion of employees prior to the house corporation budget approval. The Employee Management Service (EMS) may be hired by the house corporation to carry out these responsibilities.

This committee reviews resumes of applicants for house director, interviews qualified candidates and selects, hires and reviews the chapter's house director. The committee may also be involved in the hiring process of other employees such as the housekeeper or cook. *Refer to Policies: House Corporation Employment Committee.*

### **Nominating Committee**

The Nominating Committee is composed of

- president (chair)
- vice president: social standards
- vice president: finance
- vice president: programming
- director of scholarship
- sophomore member-at-large
- junior member-at-large

\*A visiting Collegiate Development Consultant (CDC) may attend Nominating Committee meetings as a non-voting member.

The members-at-large should be elected at the beginning of fall term. All members must be in good standing. No other members may be added to this committee. The advisory team chair attends the meetings of this committee.

Refer to Policies: Officer/Advisory Team Chair Approval; Officer, Director/Eligibility to Hold Office; Officer/Compensation; Officer/Eligibility for Presidency; Officer/Regional Collegiate Specialist Approval; Officer, Director/Removal.

## Retention Committee

The Retention Committee is the primary administrative group focusing on the factors that keep women engaged in chapter membership.

Committee members work together to understand the current chapter climate and lead the chapter to a successful realization of its retention goals. The committee has broad responsibilities for understanding the membership experience, discerning trends around membership resignations, and determining actions that need to be taken to ensure members feel seen and valued by the chapter and its officers.

The Retention Committee is composed of:

- Honor Board member-at-large (chair)
- director of DG Dialogues (If the chapter does not have a director of DG Dialogues, the vp: programming should be included)
- director of scholarship
- director of new members (If the chapter does not have a director of new members, the vp: member education should be included)
- director of continuous recruitment (If the chapter does not have a director of continuous recruitment, the vp: membership should be included)
- Honor Board adviser
- If the chapter does not have an Honor Board adviser, the ATC should serve as the adviser to the Retention Committee

Note: if the chapter size is below 36 members (per Collegiate Chapter Operations Manual), the responsibilities of the Retention Committee should be absorbed by Honor Board, led by the Honor Board member-at-large. Retention Committee Responsibilities: (bulleted list goes here; see EVC bullets above for reference (could be a few narrative paragraphs instead, as in House Corporation Hiring Committee, above) Meet regularly to discuss retention support Utilize the Retention Handbook Analyze retention trends Recommend changes to improve retention



## Section 5: Chapter Officers

In this section, each officer and their responsibilities are listed with a list of pertinent policies and resources.

**All officers are required to be familiar with the resources listed below:**

- [Delta Gamma Fraternity Constitution](#) and [Delta Gamma Foundation Constitution](#)
- Chapter calendar from Anchorbase
- Chapter roster from Anchorbase
- Chapter bylaws and standing rules
- Names, email addresses and phone numbers of
  - advisory team
  - House Corporation Board
  - Regional Team / New Chapter Team
  - Council Appointed Coordinator (if applicable)
  - Collegiate Recruitment Consultant (if applicable)
  - Campus Fraternity/Sorority Administrators
- Copy of your chapter's most recent PPD Award application
- Collegiate Chapter Officers Manual
- Delta Gamma Fraternity Standards for Collegiate Chapters
- Record of term in office

## president

The president is the chapter leader and the chapter representative on campus, in the community and in the Fraternity. They are responsible to the membership, advisers, Panhellenic, university, community and Fraternity. They must be knowledgeable about the Fraternity and their chapter and must be able to speak thoughtfully and intelligently. Through their knowledge, commitment, efficiency and enthusiasm, they set the example for member attitudes and actions. The chapter's success depends greatly upon how well the president accepts their responsibilities and performs the duties of their office.

### **Serves on the following boards/committees:**

- CMT and combined meetings, presiding officer
- Honor Board, member
- Elections Committee, chair
- Evaluating Committee, member
- House Corporation, ex-officio (voting)
- House Corporation Employment Committee, member
- Parents Club, ex-officio (if applicable)
- Delta Gamma Convention/collegiate seminar, official delegate

### **Responsibilities to the Chapter:**

- Serves as presiding officer of the chapter management team (CMT).
- Is knowledgeable of the *Delta Gamma Fraternity Constitution* and *Delta Gamma Foundation Constitution*, the *Collegiate Chapter Officers Manual*, the chapter bylaws and standing rules, university and Panhellenic rules, and current policies and procedures received from Council.
- Communicates with the advisory team chair on a regular basis.
- Downloads the most current version of the *Collegiate Chapter Officers Manual* and ensures that each officer is using the current version.
- Understands the Delta Gamma requirements regarding membership as found in the Constitution and in the Fraternity policies.
- Educates the membership regarding the policy on attendance.
- Utilizes effective time-management skills in order to be accessible to the members on a daily basis.
- Assumes responsibility in an emergency situation.

- Conducts well-organized and efficient team, committee and chapter meetings using parliamentary procedure.
- Facilitates officer reporting and discussion regarding goals accomplished, concerns and issues at weekly chapter management team meetings.
- Is knowledgeable of the responsibilities of all officers and periodically monitors their performance and documents their duties.
- Requests any director under their supervision to attend meetings of the CMT to facilitate the planning and evaluation of programming and events.
- Reads all mailings and materials before distributing them to the appropriate officers and/or sharing them with the membership.
- Ensures that officers use and contribute to the chapter files.
- Conducts special meetings as needed.
- Informs the appropriate Regional Team member when the chapter needs assistance.
- Schedules a combined chapter management team, Honor Board and directors meeting during and/or following a visit from an official Fraternity visitor such as a Regional Specialist, Regional Director, Council Appointed Coordinator, New Chapter Coordinator or Collegiate Development Consultant to discuss their evaluation and suggestions for the chapter.
- Obtains a list of ineligible voting members from the director of scholarship, vice president: finance, vice president: communications and vice president: social standards each term (or as frequently as is applicable). Informs these women that this privilege has been denied them until they are removed from probation and are returned to good standing.
- Maintains contact with the local alumnae group, the advisory team, the House Corporation Board, and Fraternity officers.
- Reviews and signs contractual agreements following approval by the CMT and the advisory team chair. The president's and vice president: finance's signatures are required to bind the chapter to an agreement with a provider of goods or services.
- Communicates to the membership during the summer. Suggested topics include news from Convention, date to return to school, plans and dates of scheduled events and goals to be accomplished.
- Works closely with the vice president: social standards and the vice president: programming to appraise the strengths and wellbeing of the chapter and makes recommendations for improvement of the appropriate programming area.
- Directs the chapter election of officers and refers to the bylaws and standing rules and *Changing of the Tides* to organize the election process. Ensures that officer eligibility and expectations are understood by presidential and live-in candidates (as applicable).

- Updates the new officers and their contact information in Anchorbase immediately after Officer Installation.
- Assists the vice president: finance and their adviser in preparing the annual budget.
- Implements officer training/transition as outlined in Fraternity procedures for officer transition.
- Executes a plan for reviewing chapter bylaws and standing rules with the CMT and the advisory team chair.
- Participates in the following ritual ceremonies: Pi Alpha, Initiation, Affiliation of Transfer Students, Officer/Director Installation, Presentation of Membership Certificates, Formal Chapter Meeting and Memorial Service.
- Organizes with the director of rituals the Initiation of an alumna initiate at their chapter and ensures that the alumna's Initiation paperwork is sent to Executive Offices.
- Provides or directs a designee to educate the chapter about the alumna initiate program prior to Inspiration and Initiation activities.
- Attends Convention, trainings and regional meetings as the chapter's official delegate.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

#### **Responsibilities to Recruitment:**

- Maintains confidentiality.
- Is a voting member of the Evaluating Committee (EVC).
- Upholds the duties of Evaluating Committee as outlined in *Recruitment Confidential*.
- Sits at the head table during Additional Evaluations.
- Understands the Delta Gamma requirements regarding membership as found in the Constitution and the Fraternity Policies.
- Informs the regional team when the chapter needs assistance.
- Obtains a list of ineligible voting members from the director of scholarship, vp: finance, vp: communications and vp: social standards each term (or as frequently as applicable). Informs these women that this privilege has been denied them until they are removed from probation and are returned to good standing.
- Calls recruitment meetings to order, then relinquishes position to the vp: membership.
- Educates the chapter regarding Panhellenic and university rules.

- Maintains a cooperative relationship with university administration and community, while implementing the purposes and philosophies of the National Panhellenic Conference.

### **Responsibilities to the Fraternity:**

- Reads and informs the membership of information provided through Delta Gamma publications and communications issued by the Fraternity and Foundation officers and staff.
- Instructs members to request information from Executive Offices when participating in debates, panel discussions or other programs where the Fraternity is represented.
- Notifies Executive Offices immediately upon a chapter incident or the injury/death of a member or new member.
- Holds other chapter officers accountable to their officer duties and their Statement of Obligation.
- Verifies that information in required Fraternity reports is concise and correct. Works closely with the vice president: communications to ensure that deadlines for filing reports are announced well in advance.
- Completes and promptly enters new officer names and contact information in Anchorbase after Officer Installation.
- Ensures that appropriate arrangements are made for Fraternity visitors with the vice president: social standards and/or director of social awareness.
- Ensures the correct chain of command is utilized when communicating with officers, advisers, Cabinet and Council.
- Educates the chapter regarding Panhellenic and university rules.
- Represents their chapter and the Fraternity to the university and in the community.
- Maintains a cooperative relationship with university administration and community while implementing the purposes and philosophies of the National Panhellenic Conference.
- Serves as chapter spokesperson, under the direction of the Fraternity President, in dealing with sensitive matters such as consistency of college regulations, National Panhellenic Conference standards and any chapter incidents.
- Acts as a liaison between the chapter and transfer students or appoints a chair of transfers.
- Verifies the good standing of members wishing to transfer with the vice president: finance.

### **Responsibilities to Committees:**

- Supervises and coordinates the chapter's committee system with the director of committees in order to facilitate multi-purpose programming.
- If the chapter has no director of committees, the president assumes the responsibilities of the director of committees as outlined later in this section of the CCOM.

### **Officer Resources:**

- Local alumnae roster
- List of chapter committees and committee members
- Chapter meeting agendas
- [CMT Planning Tool](#)
- University rules and Panhellenic rules
- Annual Agreement (lease) between House Corporation and Chapter
- Ballot for Election of Chapter Officers
- Bylaws and Standing Rules Review and Approval Process
- [Changing of the Tides: Slating, Elections and Transition](#)
- [Honor Board Handbook](#)
- [National Panhellenic Conference Manual of Information](#)
- [Recruitment Confidential](#)
- [Crisis Communication Protocol & FAQ](#)
- Robert's Rules of Order
- [Committee Application](#)
- [Committee Minutes Forms](#)
- [Committee Application Form](#)
- [CMT Quick Guide: president](#)

### **Relevant Policies to chapter president**

- [Bylaws and Standing Rules](#)
- [Fraternity Constitution](#)
- [Crisis Communication Policy](#)

Refer to [Fraternity and Housing Policy Statements](#) for all policy statements.

## vice president: social standards

The primary responsibility of the vice president: social standards is to serve as the chair of Honor Board. It is their duty to guide that board and to ensure that friendship, sympathy and assistance are provided to all members. Along with the president, they serve as the link between Honor Board and the chapter management team (CMT).

The secondary responsibility of the vice president: social standards, along with other officers and directors, is to ensure that the chapter develops a positive program of social experiences that incorporates the standards of Delta Gamma. The officers should work toward creating an atmosphere in which members have the opportunity to develop poise, self-confidence and a fine character that expresses itself in the practice and recognition of courteous and responsible social behavior.

Lastly, the vice president: social standards is responsible for educating the chapter about the Fraternity award program and for working with appropriate officers to complete all award applications (Fraternity, regional and university/college) for the chapter.

### Responsibilities to the Chapter:

- Serves as a member of CMT and is the liaison between the Honor Board and CMT.
- Serves as a member of the Elections Committee.
- Schedules and attends weekly Honor Board meetings.
- Attends weekly CMT meetings.
- Assumes responsibility of the president, in their absence
- Is knowledgeable of the *Delta Gamma Fraternity Constitution* and *Delta Gamma Foundation Constitution*, the *Collegiate Chapter Officers Manual*, all handbooks pertinent to their office, the chapter bylaws and standing rules, and current policies and procedures received from Council.
- Communicates with their adviser on a regular basis.
- Requests any director under their supervision to attend CMT meetings when necessary.
- Attends seminars and regional meetings as required during their term in office.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

**Responsibilities to Honor Board:**

- Serves as the chair of Honor Board. Refer to *Honor Board Handbook*.
- Supervises the implementation of Honor Board policies and procedures as outlined in the *Honor Board Handbook*.
- Recommends programming based on behavioral trends that may be noted as a result of Honor Board matters or suggestions from the members.
- Understands and ensures that Honor Board enforces the Fraternity Constitution, policies and procedures; Statement of Obligation; chapter bylaws and standing rules; university regulations; and local, state, provincial and federal laws.
- Is knowledgeable of all Delta Gamma, BYOB and Fraternity Insurance Purchasing Group (FIPG) risk management policies and procedures, and is responsible for ensuring that they are followed by the social/special events directors when they plan chapter social events.

**Responsibilities to Chapter Social Events:**

- Supervises, works cooperatively and communicates regularly with the director of social events. Ensures that the director of social events understands and completes all their responsibilities as outlined later in this section of the CCOM.
- If the chapter has no director of special events, the vice president: social standards assumes their responsibilities for the chapter's larger Delta Gamma-sponsored social events as outlined later in this section of the CCOM.

**Responsibilities to Social Awareness:**

- Supervises, works cooperatively and communicates regularly with the director of social awareness, if applicable, to emphasize through programming the value of knowing and using good manners as outlined in the *Etiquette Handbook*.
- If the chapter has no director of social awareness, the vice president: social standards assumes their responsibilities as outlined later in this section of the CCOM.

**Responsibilities to Recognition and Awards:**

- Works cooperatively and communicates regularly with other officers to complete all award applications. See [Appendix A: Awards](#)
- Recognizes members for scholastic and athletic achievements; special campus honors; exceptional effort in chapter, campus or community activities; and adherence to Delta Gamma ideals. Incorporates recognition of chapter members, local alumnae and others, as deemed necessary and appropriate, into chapter and new member programs.



- Encourages the use of Fraternity and regional award criteria in chapter goal setting.
- \*\*Note: Being on Support Status: Compliance or Support Status: Operations does not automatically disqualify a chapter from Fraternity and regional awards but will be taken into consideration during the awards selection process.

### **Officer Resources:**

- University rules and regulations
- Risk Management Policies
- Calendar of university functions and social events
- Current award information from the Fraternity Director: Awards
- Records of special awards, honors and special occasions
- Names and contact information for other sorority and fraternity social chairs
- Record of term of office
- Fraternity award applications
- [Honor Board Handbook](#)
- [Resignation of Membership Form](#)
- [Resignation of New Membership Form](#)
- [CDC Visit Schedule](#)
- [BYOB Procedures](#)
- [Event Guidelines: BYOB Waiver](#)
- [Event Guidelines: Security Waiver](#)
- [Event Guidelines: Venue Waiver](#)
- [DG Driver Agreement \(no alcohol\)](#)
- [Event Roster](#)
- [Event Guidelines: Collegiate Checklist](#)
- [Inclusion & Accountability: Addressing Racism within Honor Board](#)
- [Honor Board Supportive Programming](#)
- [Member Status Guide for Chapter Members](#)
- [Supporting Survivors Resources Guide](#)
- [Behavioral Threat Assessment Rubric](#)
- [Event Guidelines: Social Event Planning Guide](#)
- [Event Guidelines: Summary and Intended Purpose of the Event Guideline Waivers](#)
- [Facilities Agreement](#)
- [Independent Security Contract](#)
- [A Guide to Honor Board in Anchorbase](#)
- [Navigating Honor Board Online](#)
- [Honor Board Conversation Guide](#)
- [Honor Board: Formal Hearing Minutes](#)
- [Honor Board: Meeting Minutes](#)
- [Honor Board: Notice of Rights](#)
- [Excused Status Application](#)
- [Early Alumnae Status \(EAS\) Request Packet](#)

- [CDC Visit: CMT Evaluation](#)
- [Collegiate Development Consultant \(CDC\) Application and Interview FAQ](#)
- [CMT Quick Guide: vp: social standards](#)

## vice president: finance

The vice president: finance establishes a strong financial base for the chapter through implementation of a sound financial program. They are efficient, accurate, trustworthy, objective and analytical in handling their fiduciary responsibilities. These qualities have application outside of the chapter and the Fraternity as they deal with vendors. Through the vice president's financial guidance, the chapter will learn to live within its means and the members will learn to be responsible for their financial obligations.

In chapters with housing, the vice president: finance and the director of house management/chapter property work together to create an atmosphere of gracious living and hospitality and ensure that members and new members are informed of and adhere to all policies and procedures relating to Delta Gamma housing.

### Responsibilities to Chapter:

- Serves as a member of the chapter management team (CMT).
- Attends weekly CMT meetings.
- Is knowledgeable of the *Delta Gamma Fraternity Constitution* and *Delta Gamma Foundation Constitution*, the *Collegiate Chapter Officers Manual*, all handbooks pertinent to their office, the chapter bylaws and standing rules and current policy and procedure statements received from Council.
- Communicates with their adviser on a regular basis.
- Communicates with the Regional Finance Specialist/New Chapter Finance Coordinator on a regular basis.
- Requests any director under their supervision to attend CMT meetings when necessary.
- Works with the vp: Foundation or director of Anchor Splash/Anchor Games on financial matters such as proceeds donated to the Foundation from fundraising events, etc.
- Attends seminars and regional meetings as required during their term in office.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor. Refer to the *Collegiate Finance Handbook*.

### Responsibilities to the Chapter Finances:

- Prepares the chapter budget.
- Operates within the approved chapter budget throughout their term in office.

- Ensures that the chapter keeps an accumulated surplus based on the recommendation from the Regional Finance Specialist/New Chapter Finance Coordinator.
- Meets with each officer to prepare their individual budget.
- Educates officers and members regarding the necessity of adhering to the budget and the importance of prompt payment of dues and fees.
- Distributes annual dues and fees contracts to all new members and members through greekbill.
- Invoices house and members' bills and fines, pays Fraternity and local vendors in a timely manner and keeps accurate records of all income and disbursements.
- Affirms that current signers (president, vice president: finance and adviser) of fiduciary transactions are listed on the signature card(s) of the chapter's financial institution(s).
- Ensures that two women, who are listed on the signature card(s) of the chapter's financial institution(s), signs all checks over \$500.
- Enters all transactions on greekbill in a timely manner, using correct accounting codes, date, check number, payee and purpose in the memo area.
- Submits the financial report on greekbill by the 10th of each month. The Collegiate Finance at Executive Offices must have access to the bank statement by the 10th of each month.
- Sends all fees to Executive Offices in accordance with the vice president: finance's calendar.
- Enforces chapter standing rules and advises Honor Board on a monthly basis of new members and members not in good financial standing.
- Provides to the president a list of ineligible voting members who have not met their financial obligations before recruitment and chapter votes are taken.
- Reviews financial standing rules and suggests revisions annually.
- Informs members that the vice president: finance must authorize all chapter purchases. Holds members accountable under the Officer Contract.
- Reviews and signs contractual agreements following approval by chapter management team and the advisory team chair. The president's and vice president: finance's signatures are required for binding the chapter to an agreement with a provider of goods and services. No other chapter officer may sign a contractual agreement.
- Verifies with the president the good standing of members wishing to transfer.
- Provides, at a minimum, a monthly financial update to CMT and gives the same monthly financial report at chapter meetings.

- Calls for chapter vote when funds require reallocation in order to meet chapter expenses with the guidance and approval of the chapter's ATC/COA and RFS.
- Publicizes/holds regularly scheduled office hours.
- Works with vp: communications to ensure the chapter roster on greekbill AND the chapter roster on Anchorbase match.
- Is knowledgeable of Foundation merit-based undergraduate scholarships and graduate fellowships, Sisters Helping Sisters: Need-Based Scholarships, Crisis Grants and other local or regional alumnae assistance available for members.

#### **Responsibilities to House Corporation:**

- Attends all house corporation meetings and serves as an ex-officio (voting) member.
- Collects and promptly pays to the house corporation all house corporation fees, resident rent, chapter obligation fee, board and/or other fees owed to the house corporation as set forth in the House Corporation Bylaws and the Annual Agreement.

#### **Responsibilities to Chapter Housing:**

- Supervises, communicates regularly and works cooperatively with the director of house management/chapter property, if the chapter has housing, to maintain an atmosphere of gracious living and hospitality; to promote mutual consideration between members, staff employees and the house corporation board; and to ensure that members and new members are informed of and adhere to all policies and procedures related to Delta Gamma housing.

#### **Responsibilities to communications:**

- Communicates regularly and works cooperatively with the vice president: communications in order to ensure that the proper procedures regarding licensed vendors are followed.

#### **Officer Resources:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Chapter budget for current and past three years</li> <li>• Any hard copies of contracts negotiated by the chapter</li> <li>• Remittance Sheets</li> </ul> | <ul style="list-style-type: none"> <li>• Note: the following records must be kept for seven years in chapter files:               <ul style="list-style-type: none"> <li>○ Checkbooks</li> <li>○ Invoices</li> <li>○ Hard copy contracts</li> </ul> </li> </ul> |
|--|---|

- [Collegiate Finance Handbook](#)
- [House Corporation Basics](#)
- [House Director Handbook](#)
- [Collegiate Chapter Budget Template Instructions](#)
- [45 Day Collections Notice Letter](#)
- [Disbursement Request](#)
- [Room Search Guidelines](#)
- [Budgeting Basics: Budgeting Profiles](#)
- [W-9 Request for Vendors](#)
- [W-9 Form](#)
- [CMT Quick Guide: vp: finance](#)
- [Financial Transparency Resource for Collegiate Chapters](#)
- [Financial Literacy Library](#)
- [Greekbill Account Codes for Fundraising](#)

Refer to [Fraternity and Housing Policy Statements](#) for all policy statements.

## vice president: communications

The vice president: communications is the recording officer of the chapter and the keeper of chapter records. Accurate, neat records are necessary in the execution of their office and are vital to the effectiveness of the other chapter officers. These chapter records provide an accurate and complete history of the chapter and will be treasured in years to come.

They are also responsible for maintaining good public relations through written communication. Their correspondence should be written carefully, thoughtfully and correctly. In addition, the vice president: communications, along with other officers and directors, is responsible for providing well-written chapter reports to the Fraternity magazine, the *ANCHORA*.

### Responsibilities to the Chapter:

- Serves as a member of the chapter management team (CMT).
- Attends the weekly CMT meetings.
- Coordinates the annual update of the chapter bylaws and standing rules for the chapter, communicating with all CMT officers and the president. Works with vice president: finance to ensure the new BLSRs are uploaded to greekbill.
- Works with other officers to ensure new members sign Statement of Obligation on Anchorbase during week two of the New Member Pursuit.
- Is knowledgeable of the *Delta Gamma Fraternity Constitution* and *Delta Gamma Foundation Constitution*, the *Collegiate Chapter Officers Manual*, the *Communications Handbook*, other handbooks pertinent to their office, the chapter bylaws and standing rules, and the current policies and procedures received from Council.
- Understands how to find a licensed vendor and knows the steps an unlicensed vendor can take to become licensed.
- Ensures that the chapter purchases items only from licensed vendors. Refer to [www.greeklicensing.com](http://www.greeklicensing.com) to find a searchable list of licensed vendors.
- Is aware of the one-time use agreement for vendors and knows who to contact at Executive Offices or Affinity Marketing Consultants, Inc. (AMC) to have questions answered.
- Knows what Delta Gamma logos/titles are trademarked. Refer to *DG Branding Guidelines*.
- Communicates regularly with their adviser.
- Requests any director under their supervision to attend the CMT meetings when they consider it necessary.
- Attends seminars and regional meetings as required during their term in office.
- Maintains a complete record of their term in office.

- Provides an effective and thorough transition of their office to their successor.

### **Responsibilities to Chapter Records:**

- Takes complete and accurate minutes of chapter, CMT and other meetings such as officer workshops. In taking minutes, they use full names; asks the president to restate a motion when necessary to record it correctly; states if the motion was carried; summarizes discussion; and includes the following:
  1. Type of meeting (formal chapter, business meeting, etc)
  2. Adviser(s) in attendance
  3. Guests in attendance
  4. Month, day, year, place of meeting and number present
  5. Name of presiding officer
  6. Notation of reading of previous minutes and the approval ("approved as read" or "approved as corrected")
  7. All major motions (except those withdrawn) and points of order or appeals, whether sustained or lost, and all motions that were passed
  8. Full names of persons making motions, but not the names of those who second
  9. The vice president: finance's report, noting amount of receipts and disbursements since the last report
  10. Reports of officers, committees and/or standing committees
  11. Names of any committee/committee chairs appointed
  12. Brief list of announcements
  13. Name and topic of any speaker (details need not be included)
  14. Time of adjournment
  15. Vice president: communications' signature
- Records minutes and uploads to Anchorbase. Indicates approved or otherwise.
- Informs president and advisory team chair and uploads to Anchorbase for the review and access by the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.
- Electronically distributes minutes to the president, the advisory team chair and the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator and uploads into Anchorbase. Backs up all minutes for each semester to cloud storage or shared drive and adds to the chapter files.



- Keeps accurate attendance records and submits Statement of Obligation Reviews to Honor Board for members in violation of attendance rules.
- Responsible for the chapter's excused absence policy and implementation.
- Maintains roster in Anchorbase. Makes certain the roster is accurate by October 15 so annual per capita dues charges (calculated on November 1) are accurate. The roster should include names, campus addresses, e-mail addresses and telephone numbers of members, new members and house director and the birth dates of members and new members.
- Prepares a summer roster and distributes it to members, advisers and the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator before the end of the spring term.
- Maintains revised and approved bylaws and standing rules on an annual basis and distributes to members, new members, advisers and the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.
- Ensures that officers have the most current version of handbooks and resources from the Delta Gamma website to account for any changes and updates.
- Sees that chapter files are in order and that new material is added and outdated material is discarded or shredded.
- Explains the function and importance of the chapter files to the officers. Encourages them to contribute to the files in order to increase their usefulness to their successors.

#### **Responsibilities to Chapter Correspondence:**

- Refers to the CMT Planning Tool and informs officers of the due dates for forms and reports.
- Sends one copy of the revised chapter bylaws and standing rules with all amendments thereto annually to the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.
- Acknowledges all correspondence promptly.
- Sends copies of all correspondence to Fraternity officers to the following: Regional Director, Regional Collegiate Specialist, Regional Recruitment Specialist, Regional Finance Specialist, Regional Housing Director, Regional Alumnae Specialist and/or Council Appointed Coordinator, New Chapter Coordinator, New Chapter Recruitment Coordinator, New Chapter Finance Coordinator, advisory team chair and others who should be informed and indicates at the bottom of each letter to whom copies have been sent.
- Dates letters/emails, uses full name when signing a letter and includes chapter name, school and return address.
- Files copies of important correspondence.

- Informs officers of helpful and efficient techniques of correspondence.
- Sends letters/emails which have been prepared by the vice president: member education and approved by the advisory team chair to new member parents.

#### **Fraternity Forms and Reports:**

- With the president, defines a procedure for promptly filing reports. Files copies of all chapter reports.
- Completes the following:
  - Reviews the Anchorbase fact sheet and task list regularly. Makes any updates needed in a timely fashion.
  - Assists members who are considering transferring schools with the Transfer Form and communication with Executive Offices. They are also an integral part in assisting with unaffiliated transfers wishing to join their chapter.
  - Submits graduates each term via Anchorbase and ensures that these women are removed from the chapter roster in a timely fashion.

#### **Responsibilities to Social Correspondence:**

- Is responsible for all formal social communication from the chapter.
- Sends invitations at the request of other officers.
- Writes thank you notes and notes of condolence.
- Works closely with the vice president: Panhellenic to improve public relations by sending congratulatory notes and acknowledgements.
- Maintains a current list of names and addresses of Regional and Fraternity officers and local alumnae.
- Sends invitations for Initiation to alumnae members and Delta Gamma relatives of new members several weeks in advance of the Initiation date.
- Refers to the *ANCHORA* and sends congratulatory notes to alumnae members receiving honors or awards.

**Responsibilities to Public Relations:**

- Supervises and works cooperatively with the director of public relations, if applicable, to communicate to the chapter's various publics the interesting and worthwhile aspects of fraternity life following the *Communications Handbook*.
- If the chapter does not have a director of public relations, the vice president: communications assumes their responsibilities related to all aspects of public relations programming, as outlined later in this section of the CCOM.

**Responsibilities to the ANCHORA:**

- Observes the deadlines (Jan. 15, April 15, July 15 and October 15) for material sent to the ANCHORA. All material submitted for publication must be prepared as directed by the editor and sent to Executive Offices.
- Checks with chapter officers and members for possible material to submit to the ANCHORA.
- Reminds members an ANCHORA is always sent to the house and as a dues-paying alumnae member, you will always receive a copy.
- Encourages all members to update their contact information by logging into the Delta Gamma website.
- Submits good quality digital images (at least 300 dpi), or photographs for use in Fraternity publications and programs, including the ANCHORA magazine. (Hard copy photographs will not be returned.)
- Reads each issue of the ANCHORA and presents information about the Fraternity and its outstanding members and programs to the chapter.
- Uses ANCHORA articles as a basis for information for the members.
- Places the chapter copies of the ANCHORA where they are available to members, visitors and friends.

**Responsibilities to Chapter Archives:**

- Supervises and works cooperatively with the director of chapter archives, if applicable, to maintain the chapter history.
- If the chapter does not have a director of chapter archives, the vice president: communications assumes their responsibilities for presenting and recording the chapter history and ordering the chapter composite as outlined later in this section of the CCOM.

### **Responsibilities to E-communication (e-comm):**

- Supervises and works cooperatively with the director of e-comm to maintain the chapter website, all social medial platforms and to communicate information regarding the use of licensed vendors to the chapter.
- If the chapter does not have a director of e-comm, the vice president: communications collaborates with the vice president: finance to assume their responsibilities regarding licensed vendors in use by the chapter, as outlined later in this section of the CCOM.

### **Officer Resources:**

- Local alumnae roster
- University regulations
- Current issues of the [ANCHORA](#)
- [CMT Planning Tool](#)
- List of occasions requiring correspondence
- Stationery (letterhead, envelopes, etc.)
- Minutes of all meetings and workshops
- Copies of materials submitted to the *ANCHORA*
- Updated chapter history, either written or digital
- Chapter Roll Book (signed at Initiation)
- Chapter Minute Books (non-current)
- Chapter scrapbooks/videos
- DVDs, CDs, slides, videos of chapter life
- Composites or other chapter group pictures
- Recordings of chapter music and oral history
- Displays of old badges, special awards, etc.
- [Communications Handbook](#)
- [Crisis Communication Procedures](#)
- [DG Style Guide](#)
- [Social Media Policy FAQ](#)
- [Branding Guidelines](#)
- [Chapter Composite Guidelines](#)
- [Chapter Meeting Excuse](#)
- [Model Bylaws & Standing Rules](#)
- Robert's Rules of Order
- [Sample Communications Plan](#)
- [Anchorbase: Update Your Roster](#)
- [CMT Quick Guide: vp: communications](#)

Refer to [Fraternity and Housing Policy Statements](#) for all policy statements.

## vice president: programming

It is the responsibility of the vice president: programming, with the assistance of the other officers and directors, to create and maintain within the chapter an atmosphere of trust, understanding and congeniality. They must have a clear understanding of Fraternity ideals and the philosophy of chapter programming. The position requires creativity and imagination, time management and organizational skills, enthusiasm and sensitivity. The goal of the vice president: programming is to provide balanced programming which is both informative and enjoyable for the chapter.

### Responsibilities to the Chapter:

- Serves as a member of the chapter management team (CMT).
- Assumes a position on Honor Board, only when necessary, for an Honor Board hearing.
- Attends the weekly CMT meeting.
- Is knowledgeable of the *Delta Gamma Fraternity Constitution* and *Delta Gamma Foundation Constitution*, the *Collegiate Chapter Officers Manual*, all handbooks pertinent to their office, the chapter bylaws and standing rules, and current policy and procedure statements received from Council.
- Communicates with their adviser on a regular basis.
- Requests any director under their supervision to attend CMT meetings when necessary or when an important event is approaching that their director is planning.
- Attends seminars and regional meetings as required during their term in office.
- Maintains a complete record of their term in office, for example, using an online source such as Google Docs or Dropbox, or using a flash drive to store all materials.
- Provides an effective and thorough transition of their office to their successor.

### Responsibilities to Programming:

- Sets, with the CMT, programming goals that are aligned with chapter goals, needs and resources as well as Fraternity values.
- Schedules regular meetings (at least one time per term) with CMT, Honor Board and directors to develop the chapter calendar and finalize plans for future programming and problem-solving.
- Understands and utilizes the Calendar Planning Guide for calendar planning and approval.
- Oversees data entry into the Fraternity database system (e.g., Anchorbase) and manages the calendar approval process.

- Plans, with the CMT, Article II Assessment and Chapter Goal Setting.
- Performs their role in Initiation and Pi Alpha Ceremonies.
- Creates and implements a formal adviser recognition event/program one time per year, along with informal recognition throughout the year.
- Plans sisterhood events (at least monthly, if not weekly) that align with Article II and foster connection among members. Sisterhood events can be virtual or in-person. Sisterhood events need not involve the entire chapter, but should be inclusive and allow for connection.
- Oversees abroad programming to ensure members travelling abroad feel connected while they are gone and when they return.
- Works in conjunction with vice president: social standards to incorporate alcohol awareness into total chapter programming, as needed.

#### **Responsibilities to DG Dialogues:**

- Supervises, communicates regularly and/or works cooperatively with the director of DG Dialogues to plan and facilitate DG Dialogues programming as required by the DG Dialogues Program Guide.
- If the chapter does not have a director of DG Dialogues, the vice president: programming assumes their responsibilities as outlined later in this section of the CCOM.

#### **Responsibilities to Alumnae Relations, if applicable:**

- Supervises, communicates regularly and/or works cooperatively with the director of alumnae relations to inform alumnae of chapter accomplishments and to involve and invite local alumnae to chapter activities and events.
- Encourages the director of alumnae relations to attend the local alumnae group's yearly programming board meeting to assist in planning the year's collumnae events.
- If the chapter does not have a director of alumnae relations, the vice president: programming assumes their responsibilities as outlined later in this section of the CCOM.

#### **Responsibilities to Senior Programming, if applicable:**

- Supervises, communicates regularly and/or works cooperatively with the director of senior programming to plan senior programming and recognition events.
- If the chapter does not have a director of senior programming, the vice president: programming assumes their responsibilities as outlined later in this section of the CCOM.

**Officer Resources:**

- Programming ideas
- [Article II Chapter Goal Setting](#)
- [DG Dialogue Program Guide](#)
- [Changing of the Tides Handbook](#)
- [Chapter Retreat Planning Guidelines](#)
- [Delta Gamma Fraternity Constitution](#)
- [Delta Gamma Foundation Constitution](#)
- [Rituals Handbook](#)
- [Scholarship Handbook: DG Smart Guide](#)
- [Senior Programming and Recognition](#)
- [Think Anchor Deep Handbook](#)
- [CMT Quick Guide: vp: programming](#)
- [Virtual Programming Guide](#)
- [Multi-purpose Programming Guide](#)
- [Calendar Planning Guide](#)

Refer to [Fraternity and Housing Policy Statements](#) for all policy statements.

## vice president: member education

It is the responsibility of the vice president: member education to provide the resources for members to become familiar with the Fraternity Constitution, history, ideals and expectations, and the privileges and responsibilities of lifetime membership in Delta Gamma.

The vice president: member education, with other officers and directors, helps the director of new members facilitate the education program for new members with an emphasis on connection, Article II and rituals, and facilitates an ongoing educational experience for initiated members. Together, these educational programs supplement the university experience by providing a framework for personal growth and leadership development.

### Responsibilities to the Chapter:

- Serves as a member of the chapter management team (CMT).
- Attends weekly CMT officer meetings.
- Serves as a member of Elections Committee.
- Is knowledgeable of the Delta Gamma Fraternity Constitution and Delta Gamma Foundation Constitution, the Collegiate Chapter Officers Manual, the New Member Pursuit Facilitator's Guide, other handbooks pertinent to their office, the chapter bylaws and standing rules and current policies and procedures received from Council.
- Serves as needed as a liaison to Honor Board in matters pertaining to new members. Refer to the *Honor Board Handbook*.
- Is aware of and enforces the *National Panhellenic Conference Compact* concerning new members.
- Requests any director under their supervision to attend chapter management team meetings when necessary.
- Refers to the bylaws and standing rules and *Changing of the Tides* to educate the membership about the election process.
- Delivers their part of the Pi Alpha and Initiation Ceremonies.
- Communicates with their adviser on a regular basis.
- Attends seminars and regional meetings as required during their term in office.
- Maintains a complete record of their term in office utilizing an online source or flash drive with uploaded documents and notes.
- Provides an effective and thorough transition of their office to their successor.



**Responsibilities to New Member Education:**

- Works in conjunction with the director of new members to present units education/activities of the new member pursuit as designed.
- Completes the Bid Day Plans and the Big Sister/Little Sister Reveal Plans on Anchorbase for Regional Collegiate Specialist Council Appointed Coordinator/New Chapter Coordinator approval.
- Is familiar with and follows the guidelines pertaining to new members in the *Scholarship Handbook* and the *Rituals Handbook*.
- Ensures all forms and information are submitted in a timely manner for Initiation authorization. (See Section 6: Initiation Authorization Procedure.)
- If the chapter has no director of new members, the vice president: member education assumes their responsibilities related to new member education as outlined later in this section of the CCOM.
- Ensure all new members complete the Xcelasone new member program to be eligible for Initiation

**Responsibilities to Scholarship:**

- Supervises and works cooperatively with the director of scholarship to incorporate scholastic activities and programming into the total chapter program.
- Ensures that members are held accountable by APN or SOR when grade requirements are not met.
- Ensures that the director of scholarship understands and follows all of their responsibilities to the chapter's scholarship program as outlined later in this section of the CCOM.
- Ensure director of scholarship implements the chapter Scholarship Enrichment Program.

**Responsibilities to Rituals:**

- Supervises and works cooperatively with the director of rituals to incorporate formal and informal rituals into the total chapter program.
- Ensures that the director of rituals understands and follows their responsibilities to formal rituals, informal rituals and rituals education as outlined later in this section of the CCOM.
- Oversees that the director of rituals plans and implements a meaningful Inspiration and Initiation.

**Officer Resources:**

- Pi Alpha Ceremony (print only)
- Initiation Ceremony (print only)
- [The Shield](#)
- [Honor Board Handbook](#)
- [Think Anchor Deep](#)
- [Xcelasone FAQ and Troubleshooting](#)
- [New Member Pursuit Facilitator Guide](#)
- [New Member Pursuit Notebook](#)
- [Statement of Obligation](#)
- [Rituals Handbook](#)
- [Rituals Order Form](#)
- [Ritual Standards Order Form](#)
- [Rituals Supply List](#)
- [Foundation: Merit-Based Scholarship Application Guide](#)
- [Foundation: Sisters Helping Sisters: Need-Based Scholarship Application Guide](#)
- [Scholarship Handbook](#)
- [CMT Quick Guide: vp: member education](#)

Refer to [Fraternity and Housing Policy Statements](#) for all policy statements.

## vice president: membership

Successful recruitment and retention is essential to the growth and development of Delta Gamma. An effective recruitment is an enormous task requiring the time and energy of each member. The vp: membership is responsible for directing a program that affects the growth and health of the chapter and the personal development of the members. The membership team includes those directors and team members responsible for record keeping, continuous recruitment and relationship building.

### Responsibilities to the Chapter:

- Serves as a member of the chapter management team (CMT) and as chair of the EVC. Refer to Policies: *Evaluating Committee*.
- Attends the weekly CMT meeting.
- Understands the Delta Gamma Fraternity Constitution and Delta Gamma Foundation Constitution, the Collegiate Chapter Officers Manual, the chapter bylaws and standing rules, the Recruitment Confidential, the National Panhellenic Conference policies and recommendations for recruitment, the College Panhellenic recruitment rules, recommendation resources and current policies and procedures received from Council.
- Communicates with their adviser on a regular basis.
- Communicates with the Regional Collegiate Recruitment Specialist (RCRS) on a monthly basis in the areas of recruitment and retention. Note that some chapters will be assigned a Collegiate Recruitment Consultant (CRC) in place of an RCRS. New chapters will report all recruitment-related operations and updates to a New Chapter Recruitment Coordinator (NCRC), rather than to an RCRS.
- Requests any director under their supervision to attend CMT meetings when necessary.
- Attends seminars and regional meetings as required during their term in office.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### Responsibilities to primary recruitment:

- Educates the members on the purposes of the Fraternity regarding membership
- Educates members on the criteria for membership and chapter membership goals.
- Educates members about the importance of pledging to Quota and Total.
- Educates the chapter on the value of pledging well-qualified legacies.
- Reviews with the membership the Fraternity recruitment policies and the chapter recruitment standing rules.

- Reviews the chapter and new member recruitment evaluations of the previous year.
- Plans and conducts Recruitment Preparation Workshops and prep week for the entire chapter, as well as any other recruitment practice meetings that are needed.
- Leads the Additional Evaluations meetings after the president formally opens the meetings.
- Ensures all recruitment directors complete tasks expected of them, as outlined in the director responsibilities.

#### **Responsibilities to COB:**

- Works with the director of primary recruitment and director of continuous recruitment to determine which committees and recruitment event chairs are needed.

#### **Responsibilities to recruitment records:**

- Reports Panhellenic infractions to the Panhellenic Support Specialist (PSS).
- Keeps accurate statistics of release figures for each round of recruitment.
- Works cooperatively with the director of recruitment records to educate the members on the sponsorship opportunities.
- Works cooperatively with the director of recruitment records to maintain recruitment data in the chapter's recruitment management tool (MyVote) as outlined by the RCRS/CRC/NCRC.

#### **Officer Resources**

- [National Panhellenic Conference Manual of Information](#)
- [Recruitment Confidential](#)
- [Collegiate Recruitment Policy](#)
- [Membership Selection Policy](#)
- [Recruitment Confidential: Conversation Manual](#)
- [RPW Outlines](#)
- [Guide to Recommendations](#)
- [CMT Quick Guide: vp: membership](#)
- Updated chapter roster
- Current chapter bylaws and standing rules

- Contact Information for chapter's advisory team, house corporation board, regional team (or new chapter support team, if applicable) and EO staff contacts (Collegiate Development Specialist and Collegiate Finance Specialist)
- Master calendar
- Panhellenic recruitment rules
- Record of term in office, including: EVC meeting minutes throughout the year, RPW outlines and notes, outline of each primary recruitment round details and Membership Selection Criteria for current year.
- CMT/Joint CMT meeting minutes from previous year
- Most recent CDC report
- Copy of chapter status letter (if applicable)
- Recruitment evaluations by chapter and new members (keep for two years)
- Release figure statistics (keep for four years)
- COB Action Plans (from previous academic year; found in Anchorbase tasks)
- [Recruitment Management Tool \(MyVote\)](#) information
- COB resources and recent materials (i.e., COB invitations, outlines of event details)
- Local alumnae group contact information
- Panhellenic recruitment rules
- Potential New Member Information
- Recommendation Forms for women to be considered for COB

Refer to [Fraternity and Housing Policy Statements](#) for all policy statements.

## vice president: Panhellenic

The primary responsibility of the vice president: Panhellenic is to support and strengthen not only Delta Gamma but also the fraternity/sorority community. They can help Delta Gamma and other groups thrive by encouraging the exchange of ideas, programs and information among collegiate chapters, the College Panhellenic and the National Panhellenic Conference.

The secondary responsibility of the vice president: Panhellenic, along with other officers and directors, is to ensure that a cooperative relationship exists between the chapter, alumnae, university and the community. Events and activities encouraging good public relationships among these groups need to be incorporated into the chapter's operations.

### Responsibilities to the Chapter:

- Serves as a member of the chapter management team (CMT).
- Attends the weekly CMT meetings.
- Is knowledgeable of the *Delta Gamma Fraternity Constitution* and *Delta Gamma Foundation Constitution*, the *Collegiate Chapter Officers Manual*, all handbooks pertinent to their office, the chapter bylaws and standing rules, and the current policies and procedures received from Council.
- Communicates regularly with their adviser.
- Requests any director under their supervision to attend the CMT meetings when necessary.
- Attends seminars and regional meetings as required during their term in office.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### Responsibilities to the College Panhellenic:

- Attends all meetings, contributes ideas and chapter suggestions, participates in programs by joining committees and accepting an office, and fulfills all responsibilities to the College Panhellenic.
- Represents their chapter as the only voting member and casts votes on behalf of the chapter.
- Promotes Panhellenic spirit within their chapter and the community.
- Supports other NPC groups on campus through collaborations, participation, etc.
- Encourages Panhellenic to limit functions requiring all members of individual groups to participate.

**Responsibilities to the Fraternity:**

- Is thoroughly familiar with the Delta Gamma Fraternity policies relating to Panhellenic.
- Informs the chapter members of the College Panhellenic rules.
- Uploads a copy of the College Panhellenic booklet, Panhellenic recruitment rules and Panhellenic Constitution and Bylaws to Anchorbase annually.
- Completes the Monthly Panhellenic Report task on Anchorbase and uploads a copy of the College Panhellenic meeting minutes.
- Informs the PSS when a Delta Gamma is elected president of the College Panhellenic and reports in Anchorbase.
- Informs the PSS and Regional Collegiate Recruitment Specialist (RCRS) of any changes to extension, Total, recruitment rules and any recruitment violations filed by or against the chapter.
- Inform the PSS of any non-recruitment related violations filed by or against the chapter and any proposed changes to the campus Panhellenic Bylaws.
- Informs the chapter of business transacted in the College Panhellenic or in the National Panhellenic Conference.
- Discusses issues before Panhellenic with the chapter members and reports their consensus to the College Panhellenic.
- Ensures that Delta Gamma information in any Panhellenic recruitment materials is accurate and complete.
- Is familiar with the Unanimous Agreements in the National Panhellenic Conference Manual of Information.
- Sees that all individual chapter officers' reports to the College Panhellenic are completed and submitted on time.
- Informs the new members of the purpose and function of Panhellenic.
- Encourages the chapter to support functions of all Councils and to plan programs that include other women's fraternities.
- Encourages the chapter to work through Panhellenic in aiding all groups, exchanging ideas and strengthening interfraternal relations.
- Knows the name and address of their College Panhellenic's National Panhellenic Conference Area Advisor.
- Works cooperatively with the vice president: member education to incorporate Panhellenic awareness and education into member/new member education programs.

- Works cooperatively with the vice president: programming to strengthen interfraternal relations by incorporating chapter functions and activities with other women's fraternities in the chapter's total programming.
- Supervises, communicates regularly and works cooperatively with the alternate Panhellenic delegate (or director of recruitment records, if applicable).
- Ensures that the alternate Panhellenic delegate (or director of recruitment records) serves on a Panhellenic committee, if applicable.

### **Responsibilities to Interfraternal Activities:**

- Supervises, communicates regularly and/or works cooperatively with the director of interfraternal activities, if applicable, to organize chapter activities and keep members and new members informed about Panhellenic, campus and community activities, events and organizations.
- If the chapter does not have a director of interfraternal activities, the vice president: Panhellenic assumes their responsibilities related to chapter activities as outlined later in this section of the CCOM.

### **Officer Resources:**

- Calendar of Panhellenic meeting dates, Panhellenic sponsored activities
- Minutes of Panhellenic meetings
- Panhellenic Delegate Report
- College Panhellenic Annual Report
- [National Panhellenic Conference Manual of Information](#)
- [Anchored in Panhellenic Resource Guide](#)
- [College Panhellenic Delegate Checklist](#)
- [CMT Quick Guide: vp: Panhellenic](#)
- Names, emails and phone numbers for members of the chapter's advisory team, House Corporation Board, regional team (or new chapter support team, if applicable) and EO staff contacts

Refer to [Fraternity and Housing Policy Statements](#) for all policy statements.



## vice president: Foundation

The vice president: Foundation coordinates and directs the service and philanthropic activities of their chapter according to the guidelines of the Delta Gamma Foundation. They serve as the liaison between the chapter and the Foundation and maintains an understanding of the Delta Gamma Foundation's programs and initiatives.

They are knowledgeable of the Foundation's three areas of support: Individual Member Support, Training and Programming, and Service for Sight.

### Responsibilities to the Chapter:

- Serves as a member of the chapter management team (CMT).
- Attends the weekly CMT meetings.
- Is knowledgeable of the *Delta Gamma Fraternity Constitution* and *Delta Gamma Foundation Constitution*, the *Collegiate Chapter Officers Manual*, all handbooks pertinent to their office, the chapter bylaws and standing rules, and the current policies and procedures received from Council and the Board of Trustees.
- Is knowledgeable of Foundation information, particularly the [Foundation Focus: Collegiate Edition](#), located on the [website](#) and [website library](#).
- Works cooperatively and communicates regularly with the president and other officers to complete all Foundation award applications for the chapter and obtains the electronic signatures of approving officers and adviser.
- Communicates regularly with her adviser, the advisory team chair or Regional Foundation Coordinator in the absence of a Foundation adviser.
- Requests any director under their supervision to attend the CMT meetings when necessary.
- Attends seminars and regional leadership trainings/meetings as required during their term in office.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### Responsibilities to the Foundation:

- Plans all Foundation service, education and fundraising events according to all Foundation procedures and policies and includes all event information on the chapter master calendar in Anchorbase and maintains accurate records.
- Responsible for updating Do Good Hours regularly in Anchorbase and whenever requested by their Regional Foundation Coordinator. The inputting of Do Good Hours into Anchorbase by the specified deadlines allows the chapter to be considered for all Foundation annual awards.

- Knows the purpose and program guidelines of the Delta Gamma Foundation as defined within the [Foundation Focus](#) and Fraternity/Foundation communications.
- Assists the vice president: member education and the vice president: membership in planning educational sessions that will increase the members' and new members' knowledge and awareness of the Delta Gamma Foundation.
- Emphasizes that financial contributions from members and chapters are vital toward ensuring the strength and success of the Foundation and the Fraternity.
- Encourages the members to support the Delta Gamma Foundation with their fundraising proceeds.
- Educates and encourages chapter members to participate in a minimum of eight Do Good: Service for Sight Hours per year for or according to your chapter's bylaws.

#### **Responsibilities to Scholarships and Fellowships:**

- Informs the chapter, at least once per academic term, of the various scholarships, fellowships and grants available for Delta Gamma members through the Delta Gamma Foundation. These include: merit-based undergraduate scholarships and graduate fellowships, Sisters Helping Sisters: Need-Based Scholarships and Crisis Grants.
- Assists members needing financial assistance for educational purposes in applying for Delta Gamma Foundation merit-based undergraduate scholarships and graduate fellowships, Sisters Helping Sisters: Need-Based Scholarships and Crisis Grants.
- Announces application deadlines, well in advance.
- Educates members regarding chapter-specific scholarships, if applicable.
- Alerts members to any pertinent updates received from the Delta Gamma Foundation.

#### **Responsibilities to Foundation Education:**

- Increases members' knowledge of the scope, programs and mission of the Delta Gamma Foundation.
- Presents the annual activity *Foundation Education for Recruitment: Let's Talk Philanthropy*. This activity should be placed on the chapter master calendar and completed during Recruitment Preparation Week.
- Assists with Week 4 of the New Member Pursuit Foundation education "The Ruth Billow Story" programming.
- Presents additional informative topics from the [Foundation Focus](#) throughout the year.

- Reviews and becomes familiar with the contents of [Foundation Focus](#) and other available Foundation resources in the website library.
- Shares information from Foundation articles that appear in the *ANCHORA*, on the Foundation social media and on the Delta Gamma website with the chapter.
- Educates chapter membership on the highlights of the Foundation's Annual Impact Report found on the Foundation tab of the Delta Gamma website.
- Works cooperatively and communicates regularly with the vice president: Panhellenic to ensure that worthy chapter Foundation service projects and events are shared.
- Provides information on chapter service projects and fundraising activities to the vice president: communications to submit to the *ANCHORA*.
- [Upload photos](#) and of chapter fundraising or service events and share details of the event to be featured on Foundation social media or other communications.

### **Responsibilities to Service:**

- Assists the chapter in the pursuit of Do Good Service for Sight Hours that support organizations that serve people who are blind or who have low vision, promote sight conservation, and/or advocate on blindness or vision loss.
- Encourages each member to complete 8 Do Good Hours as outlined in the Bylaws and Standing Rules. Refer to [Foundation Focus: Collegiate Edition](#).
- Plans chapter volunteer service projects that are meaningful and take into consideration the chapter members' interests and time available. These volunteer service projects should reflect our Service for Sight mission. Contact the institution's office for students with disabilities for opportunities. Keep a record of volunteer opportunities for future use. For questions or assistance contact your Regional Foundation Coordinator or Foundation Director: Collegiate Service at [collservice@deltagamma.org](mailto:collservice@deltagamma.org).

### **Responsibilities to Fundraising:**

- Emphasizes to the chapter the importance of supporting the Delta Gamma Foundation through chapter fundraising efforts.
- Educates the chapter on Foundation fundraising and how the chapter can direct 50% of their Foundation fundraising proceeds to a 501(c)(3) that shares our Service for Sight mission. Understands the process for directing a portion of Foundation fundraising proceeds. Refer to the [Foundation Focus](#) or email Foundation Director: Collegiate Fundraising at [fundraising@deltagamma.org](mailto:fundraising@deltagamma.org).
- Work alongside the vp: finance to collect all fundraising checks made payable to the Delta Gamma Foundation along with any receipts needed for reimbursement for expenses. Make a copy of each check and receipt (for finance records and thank

you notes) before sending. **Do not send cash.** Mail the check(s) and receipts with a printed copy of the Fundraising Finance Report Form (FFRF) to Executive Offices: Delta Gamma Foundation, 3250 Riverside Dr. Columbus, OH 43221.

- **Note:** The FFRF is to be completed by the vp: finance with vp: Foundation assistance via Anchorbase within two weeks after the event.
- Ensures that all Foundation fundraising events are planned and executed according to Delta Gamma Foundation and Fraternity policies and procedures.
- Conducts all Foundation fundraising events that involve athletic performance and/or require mental alertness and physical condition of participants in a manner that is risk-free, reflects positively on Delta Gamma Foundation & Fraternity, the institution and all chapter members and participants. Examples of such fundraising events may include Delta Gamma swim meets, golf and basketball tournaments, tennis tournaments, bike races, walks/walkathons, runs, track and field events and any other fundraising activity wherein a participant's well-being could be endangered.
- Supervises and works cooperatively with the director of Anchor Splash and/or Anchor Games, if applicable, to ensure that all policies, procedures and guidelines are followed as stated in the [Foundation Focus](#).
  - If the chapter has no director of Anchor Splash and/or Anchor Games, the vice president: Foundation assumes their responsibilities as outlined later in this section of the CCOM.
- Supervises and works cooperatively with the director of fundraising, if applicable, to plan, coordinate and implement all chapter Foundation fundraising according to policies, procedures and guidelines as stated in the [Foundation Focus](#).
  - If the chapter has no director of fundraising, the vice president: Foundation assumes their responsibilities of fundraising for the Foundation as outlined later in this section of the CCOM.

#### **Responsibilities to Recognition and Awards:**

- Works cooperatively and communicates regularly with the president and other officers to complete all Foundation award applications for the chapter. See [Appendix A: Awards](#).
- Educates the chapter on the Foundation Awards, given annually as well as biennial awards given at each Convention. These awards recognize outstanding philanthropic service and leadership. The vice president: Foundation should work closely with the president and consult with the Regional Foundation Coordinator to ensure that deserving nominees are recognized. These applications can be found online at [www.deltagamma.org/foundation/applications](http://www.deltagamma.org/foundation/applications).

## Officer Resources:

### General

- [Foundation Focus: Collegiate Edition](#)
- [Foundation Education for Recruitment](#)
- [Foundation Policies](#)
- [Hope Child](#)
- [Three Areas of Support](#)
- [Foundation Annual Impact Report](#)
- Delta Gamma Foundation scholarship, fellowship and extended support information. Refer to Foundation Focus. Application can be found at: <https://www.deltagamma.org/foundation/applications/>.
- [Important Dates and Deadlines](#)

- [CMT Quick Guide: vp: Foundation](#)

### Service

- [Service for Sight Volunteer Opportunities](#)
- Service for Sight Eye Health and Safety [Handouts](#) and [Printing Instructions](#)

### Fundraising

- [Fundraising Flowchart for Collegians](#)
- [Greekbill Account Codes for Fundraising](#)
- [Memberplanet Success Site](#)
- [Funding a Sisters Helping Sisters: Need-Based Scholarship](#)
- [Funding a Merit-Based Scholarship or Graduate Fellowship](#)

Refer to [Fraternity and Housing Policy Statements](#) for all policy statements.

## Directors

### director of chapter property

\*For unhoused chapters. Chapters with housing, see director of house management

The director of chapter property exists when the chapter is a member of the Fraternity Management Corporation (FMC) and is typically *unhoused*. This position replaces the director of house management for housed chapters that are a part of FMC.

- Works directly and cooperatively and communicates with the vice president: finance on a weekly basis.
- Performs annual inventory of any storage facility leased on behalf of the chapter. Maintains accurate record of the inventory.
- Maintains accurate inventory of all ritual equipment. Coordinates the request for purchase of new and/or additional ritual equipment with the director of rituals.
- Gathers requests and submits annual chapter wish list items to FMC.
- Enforces respectful care of the physical facility and furnishings, if applicable.
- Directs the chapter operations committee, if applicable.
- Helps the president educate the chapter about Crisis Management Procedures. Refer to Section 6: *Crisis Management Procedures*.
- Arranges for meeting/event rooms, when applicable.
- Prepares for Fraternity visitors (Council, Cabinet officers, Collegiate Development Consultants) with the help of the president and the vice president: social standards.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### Resources

- Chapter roster
- Chapter bylaws and standing rules
- Names, e-mail addresses and phone numbers of advisory team, Regional Team/New Chapter Team and Council Appointed Coordinator (if applicable)
- Name, email address and phone number of people to be contacted in case of emergency
- Master calendar

- University rules, agreements and instructions
- Record of term in office
- [Delta Gamma Fraternity Constitution](#) and [Delta Gamma Foundation Constitution](#)
- [JCMT Quick Guide: director of chapter property](#)

Refer to **[Fraternity and Housing Policy Statements](#)** for the following policies:

- Candle/Open Flame
- Collegiate Alcohol Policies and Responsibilities
- Fire Drills
- Firearms/Delta Gamma Property
- House Corporation Board/Collegiate Members
- House Director/Resident Assistant
- Housing/Animals
- Housing/Guests – Employees
- Housing/Guests – Members
- Housing/Locks
- Housing/Security
- Housing/Visitation
- Illegal Drugs/Delta Gamma Property
- Live-In Responsibilities/Deposit
- Live-In/Member Residence
- Live-In/Officers
- Live-Out Policy

### director of continuous recruitment

The director of continuous recruitment reports to the vp: membership. They are responsible for serving as the “right hand” of the vp: membership during COB efforts and frequently is the front-facing leader for the chapter when the vp: membership is involved with EVC meetings or other obligations. The director of continuous recruitment leads all COB and retention efforts.

- Works cooperatively and communicates with the vp: membership on a weekly basis.
- Serves as a voting member of EVC and the recruitment committee.
- Instructs chapter on the importance of achieving Quota, maintaining chapter Total and sees that they are achieved.
- Assists the vp: membership in maintaining a list of women for snap bidding during primary recruitment. Consults the RCRS/CRC/NCRC regarding plans for snap bidding.
- Oversees matching efforts and/or a matching committee during primary recruitment.
- Maintains a names list of potential members for COB.
- Oversees continuous recruitment committee.
- Plans COB activities based on events previously scheduled on the chapter calendar, if possible. Prepares a schedule of dates, times and attire for each event.
- Educates the chapter on the importance of building relationships with non-affiliated women on campus.
- Facilitates relationship building between current members, in hopes to support creating rotation groups, build chapter member engagement and a sense of belonging within the chapter.
- Ensures that chapter members understand the rules for COB and Additional Evaluations.
- Understands and follows all National Panhellenic Conference Unanimous Agreements for Recruitment and all recruitment policies and procedures as stated in the *Recruitment Confidential*.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.



**Officer Notebook:**

- Updated chapter roster.
- Current chapter bylaws and standing rules
- Names, emails and phone numbers for members of the chapter's advisory team, House Corporation Board, regional team (or new chapter support team, if applicable) and EO staff contacts (collegiate development specialist and collegiate recruitment specialist)
- Calendar of recruitment preparation workshops, recruitment dates, COB dates
- Master calendar
- Panhellenic recruitment rules
- Record of term in office, including:
  - EVC meeting minutes throughout the year
  - RPW outlines and notes
  - Joint CMT meeting minutes from previous year
- Copy of most recent CDC report
- Copy of chapter status letter (if applicable)
- Recruitment evaluations by chapter and new members (keep for two years)
- Ideas for COB events, marketing, refreshments, etc.
- Release figure statistics (keep for four years)
- Conversation exercises
- Most recent versions of handbooks, including:
  - [Recruitment Confidential](#)
  - [Collegiate Chapter Officer Manual](#)
  - [National Panhellenic Conference Manual of Information \(MOI\)](#)

**Officer Resources:**

- [Recruitment Confidential](#)
- [JCMT Quick Guide: Director of Continuous Recruitment and Retention](#)
- [Collegiate Recruitment Policy](#)
- [Membership Selection Policy](#)
- [Recruitment Confidential: Conversation Manual](#)
- [Guide to Recommendations](#)

### director of e-communication

- Works directly and cooperatively communicates with vice president: communications on a weekly basis.
- Supervises the implementation of communication policies and procedures as outlined in the *Communications Handbook*.
- Creates and/or maintains the chapter website in accordance to the standards and guidelines established by Delta Gamma Executive Offices.
- Understands the importance of and communicates the reasons for purchasing items from licensed vendors.
- Knows what Delta Gamma logos/titles are trademarked. Refer to *DG Style Guide and Branding Guidelines*.
- Manages and updates all social media platforms that the chapter utilizes. Ensures that all social media appropriately represents Article II and the purpose of the Fraternity.
- Publishes a newsletter or e-newsletter, in conjunction with other officers informing alumnae, members families and Fraternity volunteers about the chapter activities, events and accomplishments.
- Works with director of public relations to execute the chapter communications and PR plan.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### Officer Resources:

- Local alumnae directory
- Calendar of university functions and events
- Record of term of office
- Usernames and passwords to chapter social media accounts
- [Chapter Communications & PR Plan](#)
- [Branding Guidelines](#)
- [DG Style Guide](#)
- [Chapter Composite Guidelines](#)
- [Social Media Policy FAQ](#)
- [Sample Communications Plan \(Event\)](#)
- [JCMT Quick Guide: director of e-communications](#)
- Communications Handbook

Refer to [Fraternity and Housing Policy Statements](#) for the following policies:

- Media Interview Approval/ Collegiate
- Media Outlets/Inappropriate Social Media

### **director of house management** (housed chapters)

\*For unhoused chapters, see director of chapter property

**Note:** Responsibilities will vary according to housing situation, e.g., residential/non-residential housing.

- Works directly and cooperatively and communicates with the vice president: finance on a weekly basis.
- Supports vice president: finance in the assignment/signature of Room Agreements enough to fill the house.
- Enforces respectful care of the physical facility and furnishings.
- Directs the chapter operations committee, if applicable.
- Upholds and facilitates enforcement of all policies and procedures outlined in the *House Corporation Handbook*.
- Reviews the chapter house standing rules and all Fraternity housing policies annually with the members and new members.
- Helps the president educate the chapter about Crisis Management Procedures. Refer to Section 6: *Crisis Management Procedures*
- Arranges for meeting/event rooms, when applicable.
- Prepares for Fraternity visitors (Council, Cabinet officers, Collegiate Development Consultants) with the help of the president and the vice president: social standards.
- Attends all house corporation meetings and serves as an ex-officio (voting) member.
- Acts as a liaison between the house corporation and the chapter.
- Informs the chapter about basic house corporation operations and organization. Refer to the *House Corporation Handbook*.
- Arranges for a member of the house corporation to educate the chapter annually about ownership, future plans and expenditures.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### **Resident Housing:**

- Plans room assignments and issues room contracts and room deposit forms to all members moving into Delta Gamma housing.
- Holds regular and special meetings for all members/new members living in the house to address house concerns and duties.

- Assists in setting live-in/live-out policy for the chapter's standing rules.
- Assists in setting chapter standing rules as they apply to treatment and use of property.
- Serves as chair for regularly scheduled house meetings.
- Meets with resident and non-resident members regarding house rules and operation.
- Holds required fire drills in October, January and April.
- Posts a list of house rules and the fire escape floor plan in each room.
- Is familiar with university rules and regulations concerning women's housing.
- Knows the university policy and university enforcement personnel and the procedures for handling violations of these rules within the house, if applicable.
- Works with the house director on meal reservation and sign-out schedule.
- Checks all rooms for neatness, order and safety.
- Establishes and enforces study/quiet hours with the director of scholarship.
- Schedules house responsibilities for members when necessary after consulting with the house director.

#### **House Director:**

- Acts as a liaison between the house director and the chapter.
- Works with the house director and the chapter operations adviser to keep the house and grounds neat and attractive.
- Reminds the chapter officers and members to confer with the house director about functions to be held within the house or functions that might affect house routine.
- Includes the house director on special occasions such as birthdays and holidays. Works with the vice president: communications when a card or a gift is appropriate.
- Represents the collegiate chapter, with the president, on the House Corporation Employment Committee. Consults with the president regarding the chapter's annual opinion vote on renewal of the house director's contract.

#### **Officer Resources:**

- Name, email address and phone number of people to be contacted in case of emergency for the house director
- University rules, agreements and instructions
- Room assignments
- Current local fire codes and regulations

- [Etiquette Handbook](#)
- [House Corporation Handbook](#)
- [House Director Handbook](#)
- Annual Agreement
- [JCMT Quick Guide: director of house management](#)

Refer to [Fraternity and Housing Policy Statements](#) for the following policies:

- |  |                                      |
|--|--------------------------------------|
| • Candle/Open Flame                                | • Housing/Animals                    |
| • Collegiate Alcohol Policies and Responsibilities | • Housing/Guests – Employees         |
| • Fire Drills                                      | • Housing/Guests – Members           |
| • Firearms/Delta Gamma Property                    | • Housing/Locks                      |
| • House Corporation Board/Collegiate Members       | • Housing/Security                   |
| • House Corporation Employment Committee           | • Housing/Visitation                 |
| • House Corporation/Fees                           | • Illegal Drugs/Delta Gamma Property |
| • House Corporation/Property                       | • Live-In Responsibilities/ Deposit  |
| • House Director/Contract                          | • Live-In/Member Residence           |
| • House Director/Resident Assistant                | • Live-In/Officers                   |
|  | • Live-Out Policy                    |

### director of primary recruitment

The director of primary recruitment reports to the vp: membership. They are responsible for serving as the “right hand” of the vp: membership during primary recruitment, and frequently is the front-facing leader for the chapter when the vp: membership is involved with EVC meetings or other obligations. The director of primary recruitment leads all primary recruitment event planning and mechanics (party flow, bumping, seating).

- Works cooperatively and communicates with the vp: membership on a weekly basis.
- Serves as a voting member of EVC and the recruitment committee.
- Instructs chapter on the importance of achieving Quota, maintaining chapter Total and sees that they are achieved.
- Prepares a schedule of dates, timing, attire and décor for all primary recruitment events.
- Educates the chapter on all logistics for primary recruitment.
- Works with the vp: membership to determine which committees and recruitment event chairs are needed. Appoints committees and chairs and meets regularly with them. Directs the recruitment committee.
- Supports the work of the director of recruitment records to educate members about the importance of recommendations and the recommendation process.
- Understands and follows Unanimous Agreements for Recruitment and all recruitment policies and procedures as stated in the *Recruitment Confidential*.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### Officer Notebook:

- Updated chapter roster. The roster should be verified with Honor Board at the beginning of each semester.
- Current chapter bylaws and standing rules
- Contact information for the chapter’s advisory team, House Corporation Board, regional team (or new chapter support team, if applicable) and EO staff contacts (collegiate development specialist and collegiate recruitment specialist)
- Calendar of recruitment preparation workshops, recruitment dates and new member period

- Master calendar
- Panhellenic recruitment rules
- Record of term in office, including:
  - EVC meeting minutes throughout the year
  - RPW outlines and notes
  - Outline of each primary recruitment round details
- Copy of most recent CDC report
- Copy of chapter status letter (if applicable)

#### **Officer Files:**

- Recruitment evaluations by chapter and new members (keep for two years)
- Ideas for recruitment events, songs, refreshments, etc.
- Release figure statistics (keep for four years)
- Most recent versions of handbooks

#### **Officer Resources:**

- [Recruitment Confidential](#)
- [JCMT Quick Guide: Director of Primary Recruitment](#)
- [Collegiate Recruitment Policy](#)
- [Membership Selection Policy](#)
- [Recruitment Confidential: Conversation Manual](#)



### director of recruitment records

The director of recruitment records reports to the vp: membership. They are responsible for operating the recruitment management tool for the chapter. They also works closely with collegians, alumnae and the alumnae Recommendation Chair to secure Recommendation Forms for potential members.

- Works cooperatively and communicates with the vp: membership on a weekly basis.
- Serves as a voting member of EVC and the recruitment committee.
- Instructs chapter on the importance of achieving Quota, maintaining chapter Total and sees that they are achieved.
- Understands and is responsible for the operation of MyVote.
- Assists vp: membership in preparing a recruitment notebook for chapter members.
- Organizes the recommendation program for the chapter and educates the chapter on recommendations.
- Reviews Recommendation Forms with EVC using the voting criteria.
- Ensures that each potential member has been sponsored by a Delta Gamma if attending a final invitational event.
- Provides sponsorship documentation to vp: member education so that they may upload them to Anchorbase
- Gives Recommendation Forms for potential members who withdrew from recruitment to director of continuous recruitment
- Monitors voting through MyVote.
- Understands and follows all National Panhellenic Conference Unanimous Agreements for Recruitment and all recruitment policies and procedures as stated in the *Recruitment Confidential*.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### Officer Notebook:

- Contact information for chapter's advisory team, house corporation board, regional team (or new chapter support team, if applicable) and EO staff contacts (collegiate development specialist and collegiate recruitment specialist)
- Calendar of recruitment preparation workshops, recruitment dates and new member period
- Master calendar

- Panhellenic recruitment rules
- Record of term in office, including:
  - EVC meeting minutes throughout the year
  - RPW outlines and notes
  - Outline of each primary recruitment round details
  - Joint CMT meeting minutes from previous year
- Copy of most recent CDC report
- Copy of chapter status letter (if applicable)

#### **Officer Files:**

- Recruitment evaluations by chapter and new members (keep for two years)
- Release figure statistics (keep for four years)
- Recruitment Management Tool (MyVote) information

#### **Officer Resources:**

- [Recruitment Confidential](#)
- [Collegiate Recruitment Policy](#)
- [Membership Selection Policy](#)
- [Recruitment: MyVote Resources](#)
- [Guide To Recommendations](#)
- [Recommendation Form Communication Toolkit for Collegiate Chapters](#)
- [Using the Recommendation Forms Reports in Anchorbase](#)
- [Recommendation Form](#)
- [JCMT Quick Guide: director of recruitment records](#)

### director of rituals

- Understands the basic meaning and purpose of rituals.
- Works cooperatively with the vice president: member education on a weekly basis.
- Familiarizes the members with formal ceremonies and makes them aware of the history and philosophy of the ritual program.
- Plans and implements rituals (formal and informal) for members and new members based on recommendations in the Rituals Handbook and those provided by the Regional Collegiate Specialist (RCS)/Council Appointed Coordinator (CAC)/New Chapter Coordinator (NCC).
- Plans and coordinates all formal, informal and new member ritual ceremonies based on the *Rituals Handbook*.
- Submits Inspiration/Initiation (I&I) outline to the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator six weeks before Initiation via Anchorbase.
- Ensures that no chapter sponsored or co-sponsored events where alcohol is available takes place 48 hours prior to Inspiration/Initiation or 24 hours after Inspiration/Initiation/Celebration. Inspiration, Initiation and Celebration are to be alcohol free events. No events (with or without alcohol) should occur between Inspiration and Initiation.
- Sees that all ritual events are on the master calendar and that they are not in conflict with other chapter and campus events.
- Promotes an attitude of appreciation for the value and meaning of Fraternity rituals.
- Works with the rituals committee to develop and implement a daily rituals program through formal and informal rituals representing the Delta Gamma ideals.
- Inspects and inventories the ritual equipment to make sure it is complete and in good condition.
- Requests that the vice president: finance budget for Pi Alpha pins and any necessary cleaning of ritual equipment. Work with House Corporation/FMC to budget for replacement of ritual equipment. All items are purchased through the designated Fraternity vendor list on the Ritual Order Form in the DG website library.
- Informs the members and new members of policies regarding the use of the crest. Only initiated members may wear the Delta Gamma crest.
- Informs the members and new members that the official Delta Gamma badge is the unjeweled gold anchor, plain or chased. Members may purchase an official badge or a badge with pearls and/or diamonds. The badge may only be worn by initiated members in good standing.
- Evaluates all major ritual ceremonies with the chapter after each event.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### **Ritual Ceremonies:**

- Formal Ritual Ceremonies and additional ritual related information can be found in the *Rituals Handbook*.
- Meets with officers to ensure that each ceremony runs smoothly and that each officer is aware of their responsibilities.
- Meets with the house director to inform them of dates for practices and ceremonial events.
- Schedules a monthly formal chapter meeting.
- Follows the instructions for each ceremony exactly. Arranges for practice sessions to ensure well-conducted ceremonies.
- Sees that the physical atmosphere aligns with the dignity of the ceremonies.
- Ensures that any ceremonies held in chapter facilities do not use open flames/candles.
- Arranges equipment properly and stores it promptly following each ceremony.
- Works with local alumnae and other appropriate chapter officers to coordinate Founders Day to be held on or near March 15.
- Plans with the vice president: member education the following:
  - Pi Alpha Ceremony
  - New member ritual program
  - Inspiration period prior to Initiation
  - New members' part in the fourth degree
  - Post-pledging and post-Initiation explanations
  - Keeps the Initiation Ceremony and the Pi Alpha Ceremony in the rituals closet or in a locked drawer in the chapter files.
  - Ensures that no men or alcohol are associated in any way with any ceremony so as not to detract from its dignity.

*Note: No part of the Initiation or Pi Alpha Ceremonies may be duplicated or copied in writing. It may be quoted in Delta Gamma meetings. Worn copies of ceremonies may be replaced at no charge by sending them to Executive Offices.*

### **Officer Resources:**

- Calendar of dates for Pi Alpha and Initiation Ceremonies and practices
- Initiation Authorization Procedure

- Initiation Checklist
- Inspiration/Initiation Outline Approval forms
- The following items must be kept in a locked file cabinet drawer or locked rituals closet when they are not in use:
  - Pi Alpha Ceremony - five chapter copies, one adviser copy
  - Initiation Ceremony - five chapter copies, one adviser copy
  - Chapter Roll Book (signed at Initiation)
  - New Member Roll Book
- Plans for Inspiration/Initiation
- [Think Anchor Deep](#) and other inspirational materials
- [Rituals Handbook](#)
- [Ritual Standards Order Form](#)
- [Rituals Supply List](#)
- [JCMT Quick Guide: director of rituals](#)

**Refer to [Fraternity and Housing Policy Statements](#) for the following policies:**

- |                                  |                                |
|----------------------------------|--------------------------------|
| • Initiation Authorization       | • Founders Day                 |
| • Collegiate Alcohol Policy      | • Formal Chapter Meeting       |
| • Fraternity Crest on Gifts      | • Formal Pi Alpha Ceremony     |
| • Fraternity Crest on Stationery | • Initiation Without Approval  |
| • Badge                          | • Ritual Equipment             |
| • Candle/Open Flame              | • Attendance/Ritual Ceremonies |

### director of scholarship

The director of scholarship reports to the vice president: member education and serves on the joint chapter management team (JCMT). The director of scholarship implements the chapter scholarship program and helps the chapter and encourages individual members to achieve their academic goals.

- Directs scholarship committee meetings.
- Works cooperatively with the vice president: member education on a weekly basis.
- Is knowledgeable of all Fraternity policies and procedures and the chapter's approved bylaws and standing rules regarding scholarship.
- Completes the "Grades Submitted Task" in Anchorbase immediately following each grading period.
- Plans and implements a Scholarship Enrichment Program for members and new members based on recommendations in the *Scholarship Handbook* and those provided by the Regional Collegiate Specialist Council Appointed Coordinator/New Chapter Coordinator. Submits scholarship program via Anchorbase
- Reevaluates and adjusts the chapter's Scholarship Enrichment Program if the chapter is below Fraternity standards for scholarship and submits the revised program to the RCS/CAC/NCC.
- Maintains an academic record of the grade point averages of members and new members each semester/term they are enrolled, beginning with the new member term. This record should be kept protected.
- Completes Statement of Obligation Reviews (SORs) for members and new members not achieving the grade point average required for good standing in the chapter.
- Implements and supervises the program for members/new members in poor scholastic standing.
- Is familiar with Fraternity, chapter and local Panhellenic rules on scholarship.
- Promotes enrichment programming by encouraging participation in cultural and intellectual events and activities.
- Establishes an ongoing program for members and new members deserving scholastic recognition and advises the director of public relations or vice president: communication of individual academic honors to be publicized.
- Notifies the vp: social standards of any member or new member whose scholastic average falls below a cumulative "C" or the chapter's requirement for good standing as defined in the chapter's standing rules. Such a member will be deprived of their vote in chapter meetings except for the Vote to Initiate.
- Completes their portion of the Candidates List for the new members before Initiation.

- Works closely with the director of house management/chapter property to establish and enforce study/quiet hours.
- Works with the director of house management/chapter property and the House Corporation Board to create conditions conducive to studying.
- Arranges individual conferences with members and new members experiencing academic difficulties.
- Uses professional university staff to educate members and new members on effective study techniques (e.g., effective reading, speed reading, note-taking, term paper preparation, exam review) and to help with course changes.
- Maintains a chapter library that should include a dictionary and any other reference books or materials the chapter wishes to purchase, as well as a course and professor file.
- Enforces the scholarship standing rules and advises Honor Board of members who violate scholarship standing rules and/or whose achievement is below chapter standards. Refer to *Honor Board Handbook*.
- Reviews scholarship standing rules and suggests revisions annually.
- Informs members of the merit-based undergraduate scholarships and graduate fellowships available through the Delta Gamma Foundation. Refer to the [Foundation Focus](#).
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

#### **Officer Resources:**

- [Scholarship Handbook](#)
- [JCMT Quick Guide: director of scholarship](#)
- Information on scholarship awards and recognition
- Scholarship program for members and new members
- Scholarship statistics
- University and Panhellenic rules pertaining to scholarship
- Copies of Academic Performance Report
- Record of all members' university grades beginning with their new member terms
- Copies of previous chapter scholarship programs
- [Merit-Based Scholarship Application Guide](#)

#### **Refer to [Fraternity and Housing Policy Statements](#) for the following policies:**

- Scholarship/Grade Reports
- Scholarship/Prior Term GPA
- Scholastic Initiation Requirement
- Scholastic Regulation

### director of social events

The director of social events reports to the vice president: social standards and serves on the joint chapter management team (JCMT). They are responsible for organizing the chapter's social functions with and without alcohol. The director of social events oversees the social events committee.

- Works cooperatively and communicates regularly with the vice president: social standards on a weekly basis.
- Is knowledgeable of all Delta Gamma and FIPG risk management policies and procedures and includes these in the planning of social functions.
- Directs social events committee meetings.
- Plans and organizes a well-balanced program of social events under the direction of the vice president: social standards. This program includes activities with other council's organizations, alumnae, campus groups, etc.
- Completes and submits the Event Guidelines via Anchorbase, including required signatures, to the advisory team chair for their approval before four-week deadline.

**Note:** For Delta Gamma purposes, Delta Gamma sponsored event refers to events, whether a formal dance, date party or hayride, that is hosted solely by the Delta Gamma chapter. A co-sponsored event refers to any event, social, exchange, etc., that is hosted by the Delta Gamma chapter, in addition to other organizations. If an officer has a question regarding into which category an event falls, they should contact their adviser or Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.

- Keeps a detailed and accurate record of their term in office, including items such as event ideas, expenses, attendance numbers, bands/DJs, venues, invitation samples, refreshments, evaluations, lists of available speakers and programs by university personnel and all other information that would be helpful to the next director of social events.
- Maintains a complete record of term in office.
- Provides an effective and thorough transition of their office to their successor.

### Officer Resources:

- University rules and regulations
- Risk Management Policies Packet
- Calendar of university functions and social events
- Names and contact information of other sorority and fraternity social chairs
- Event Guideline



- Risk management forms
- [Attaching Files to Event Guideline Task](#)
- [DG Driver Agreement](#)
- [Event Roster template](#)
- [Event Guideline Collegiate Checklist](#)
- [Delta Gamma Event Guideline Form – Events without alcohol](#)
- [Facilities Agreement](#)
- [Independent Security Contract](#)
- [BYOB Procedures](#)
- [Adjusted Venue Waiver](#)
- [Event Roster](#)
- [Event Guidelines: Social Event Planning Guide](#)
- [Event Guidelines: Summary and Intended Purpose of the Event Guideline Waivers](#)
- [JCMT Quick Guide: director of social events](#)

Refer to [Fraternity and Housing Policy Statements](#) for the following policies:

- Alcohol
- Alcohol/Event Attendance
- Alcohol/Event Sponsor
- Alcohol/Pre- and Post-Event
- Alcoholic Beverages/Chapter/Fraternity Funds
- Overnight/Weekend Parties

## director of funds

The director of funds reports to the vice president: finance and serves on the joint chapter management team (JCMT). The director of funds helps the vp: finance keep the chapter financially secure and helps share the responsibilities of chapter finances. This position can do any work relating to finance *except* collect monies, make deposits and write checks.

- Reconciles the monthly bank statement.
- Monitors the chapter 360G account. Sees the members are billed for items *before* the order is placed. For chapters that bill members for 360G by the semester, term or year, keep a separate excel spreadsheet for each member to confirm they have been billed and their current balance in the account.
- Completes APN or SOR forms when needed and submit list to vp: social standards of members on probation.
- Enters non-financial member information into the Fraternity approved accounting system (home and school address, email address, phone numbers, etc.) or provide the information to the accounting system representative.
- Enters checks into the Fraternity approved accounting system as written by the vp: finance and records in chapter check register. The director of funds should not enter member payment information into the accounting system; this should be done by the vp: finance.
- Along with the vp: finance, confirms that members have signed all online contracts; Dues and Fees, Officer Contracts and Room Agreements within the 10-day timeline after assignment. The vp: finance will issue an APN and when necessary, an SOR for unsigned contracts.
- Files receipts and keep chapter finance files in order.
- Works with the director of Anchor Splash® or Anchor Games to confirm they are following the correct financial procedures. Prepares the financial reporting with the vp: finance to see that all checks are written for expenses and proceeds distributed within the 14-day limit.

### Officer Resources:

- Chapter budget for current and past three years
- Remittance Sheets
- [Collegiate Finance Handbook](#)
- [JCMT Quick Guide: director of funds](#)

Refer to [Fraternity and Housing Policy Statements](#) for the following policies:

- Affiliate Privileges
- Bookkeeping Services/Executive Offices

- Bookkeeping System
- Budget/Accumulated Surplus
- Budget/Balanced
- Budget/Surplus
- Dues and Fee Contract/Collegiate

### **director of interfraternal activities**

Chapters with more than 35 members should have a director of interfraternal activities, though smaller chapters may also choose to have this position. They report to the vice president: Panhellenic and serve on the joint chapter management team (JCMT). Depending on chapter size and structure, this position also directs an interfraternal activities committee. They are responsible for planning activities for the chapter.

- Works directly and cooperatively with the vice president: Panhellenic on a weekly basis.
- Directs interfraternal activities committee meetings, if applicable.
- Assists in planning and coordinating all activities relating to the chapter: intramurals, Greek Games, fraternity/sorority events, Parents Day/Weekend events, etc.
- Keeps members and new members informed about campus and community activities, events and organizations.
- Maintains a complete record of term in office.
- Provides an effective and thorough transition of their office to their successor.

### **Officer Resources:**

- Campus and community event brochures
- Record of individual member participation in campus and community organizations and activities
- [Anchored in Panhellenic Resource Guide](#)
- [JCMT Quick Guide: director of interfraternal activities](#)

## director of new members

Chapters with more than 35 members should have a director of new members, though smaller chapters may also choose to have this position. They report to the vice president: member education and serve on the joint chapter management team (JCMT). The director of new members implements the New Member Pursuit program and prepares new members for full membership in Delta Gamma. Depending on chapter size and structure, they oversee a new member committee.

- Works cooperatively and communicates with the vice president: member education on a weekly basis.
- Acts as a liaison between the members and new members.
- Distributes a copy of the standardized new member notebook to each new member.
- Informs new members of the Fraternity and chapter scholastic and financial requirements for Initiation as part of the New Member Pursuit.
- Conducts required units of education as designated in the *New Member Pursuit Facilitator's Guide* in conjunction with the vice president: member education and small group leaders.
- Chooses activities to meet unit requirements as they are designated in the *New Member Pursuit Facilitator's Guide*.
- In conjunction with the vice president: member education, has the new members complete all necessary forms as directed in the *New Member Pursuit Facilitator's Guide* (New Member Information Form, Dues and Fees Contract, Statement of Obligation).
- Works with the member education adviser and advisory team chair to assimilate new members from the Continuous Open Bidding process into the program, ensuring their educational experience is adequate and satisfactory.
  - A member must begin their new member education no later than the third week of an ongoing program. (If a member joins the program in the third week, special tutoring is required to cover the previously presented material and sign the Statement of Obligation.) If they do not participate in the education unit by that date, they are then “held” until the next program of education begins. The director of new members must ensure that during this time period, the member is included in alternate programming for chapter interaction and introduction.
- Works cooperatively and communicates regularly with (and is supervised by) the vice president: member education to plan and implement the new member pursuit in accordance with the guidelines listed in the *New Member Pursuit Facilitator's Guide*. Ensures that all requirements for Initiation are

taken into consideration when planning the program, providing new members ample time to meet the requirements.

- Confirms that all candidates have met the Delta Gamma requirements for Initiation and ensures all officers complete the Candidates List on Anchorbase.
- Assists the vice president: member education and/or director of rituals as needed in planning Inspiration/Initiation as outlined in the *Rituals Handbook* and Initiation Ceremony.
- With the vice president: member education, completes Initiation Certification on Anchorbase.
- Completes Bid Day Plans and Big Sis/Little Sis Reveal Plans on Anchorbase for RCS/CAC/NCC approval.
- Supervises the chapter's Big and Little Sister program including Big Sister training and Big/Little Reveal.
- Attends weekly new member meetings.
- Helps organize and collect paperwork for each new member. (New Member Information Forms, Statements of Obligation, etc.)
- Directs new member committee meetings.
- Understands the Fraternity policies and procedures as it relates to new members and the New Member Pursuit.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

#### **Officer Resources:**

- CMT Organizational Chart
- University rules and regulations
- Calendar of university functions and events
- Initiation Ceremony
- New Member Information Forms
- [New Member Pursuit Notebook](#)
- [New Member Pursuit Facilitator Guide](#)
- [Rituals Handbook](#)
- [The Shield](#)
- [Statement of Obligation](#)
- [JCMT Quick Guide: director of new members](#)

Refer to [Fraternity and Housing Policy Statements](#) for the following policies:

- Dues and Fees Contract
- Initiation Authorization
- Statement of Obligation
- Initiation Fee
- Initiation Requirements
- Initiation/Vote to Initiate
- Statement of Obligation
- Initiation Authorization
- Initiation Delay/End of Calendar Year
- Initiation Delay/Extenuating Circumstances
- Pledge/Re-pledge
- Alcohol/Big/Little Sister Revealing
- Formal Pi Alpha Ceremony/ Attendance
- Hazing (Statement of Policy on Hazing)
- Hazing Violations
- New Member Pin

## director of public relations

Chapters with more than 35 members should have a director of public relations, though smaller chapters may also choose to have this position. The director of public relations (PR) reports to the vice president: communications and serves on the joint chapter management team (JCMT). This position assists with all aspects of PR with the campus, community, alumnae, advisers, etc. Depending on chapter size and structure, they oversee a public relations committee.

- Works directly and cooperatively and communicates with the vice president: communications on a weekly basis.
- Is responsible for assisting with all aspects of public relations with the campus, community, alumnae, advisers, members of other fraternities/sororities, etc.
- Keeps in mind the following groups when planning a public relations program or event: alumnae, advisory team, the fraternity and sorority community, the campus community, the House Corporation Board, the faculty and administration, the families of chapter members and the general public.
- Understands all Fraternity policies and procedures as they relate to public relations.
- Knows and understands the contents of the *Communications Handbook*.
- Directs public relations committee meetings, if applicable.
- Develops a chapter communication plan each year under the direction of the vice president: communications and works with the applicable director/officer for any event communications plans.
- Plans and publishes a newsletter or e-newsletter, in conjunction with other officers and directors, informing alumnae, members' families and regional specialists about chapter activities, events and accomplishments.
- Purchases flowers and other gifts with the approval of the vp: finance. Together with other officers, lists occasions when gifts would be appropriate.
- Recommends to the vice president: communications when notes of appreciation, condolence or congratulations are appropriate.
- Observes the rule that all radio and television interviews require the approval of the Fraternity President or Executive Director and newspaper interviews require the approval of the advisory team chair and the RCS/CAC/NCC.
- Communicates to members the Fraternity's stance on participating in/promoting inappropriate media outlets and does not use these outlets for chapter PR purposes.
- Is alert to new ideas to strengthen public relations and suggests these ideas to the chapter management team.
- Encourages good public relations when dealing with the university. Invites a university representative to a chapter activity or to speak at a chapter program.



- Encourages individual chapter members to become better acquainted with the university staff.
- Capitalizes on Convention as a public relations opportunity for the chapter and works with the president in advance to organize materials to share with other chapters and Fraternity officers.
- Works with officers/directors to publicize events and honors.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

#### **Officer Resources:**

- Hometown newspaper and television station contacts
- Copies of press releases
- Current and archival photos
- Copies of chapter newsletters
- [Communications Handbook](#)
- [Chapter Communications & PR Plan](#)
- [Branding Guidelines](#)
- [DG Style Guide](#)
- [Chapter Composite Guidelines](#)
- [Social Media Policy FAQ](#)
- [Sample Communications Plan \(Event\)](#)
- [JCMT Quick Guide: director of public relations](#)

#### **Refer to [Fraternity and Housing Policy Statements](#) for the following policies:**

- Media Outlets/Inappropriate
- Public Relations/Dissemination of Information
- Media Interview Approval/Collegiate

## director of DG Dialogues

Chapters with more than 35 members should have a director of DG Dialogues, though smaller chapters may also choose to have this position. They report to the vice president: programming and serve on the joint chapter management team (JCMT). The director of DG Dialogues implements the DG Dialogues programs. These programs help chapter members feel supported throughout their collegiate experience.

Chapters complete four programs over the academic year, one in each value of Article II. Programs are completed in small groups of 10-15 members. Ensure your facilitators are well trained by hosting the required DG Dialogue Facilitator Training each year. Select facilitators who are respected and can listen and encourage conversation. Consider members who are education majors or peer facilitators on campus.

- Works cooperatively and communicates with the vice president: programming on a weekly basis regarding DG Dialogues programming.
- Conducts required units of education as designated in the DG Dialogues Program Guide in conjunction with the vice president: programming. Responsible for setting dates and times, securing appropriate locations for DG Dialogue gatherings, and identifying and training facilitators.
- Conducts an interest survey to assess future interest in DG Dialogue topics.
- Assesses DG Dialogue programs to make changes for the future.
- Works with the programming team to complete responsibilities.
- Understands the Fraternity policies and procedures.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### Officer Resources:

- JCMT Organizational Chart
- [DG Dialogue Program Guide](#)
- [JCMT Quick Guide: director of DG Dialogues](#)

## director of committees

Chapters with more than 75 members should have a director of committees, though smaller chapters may also choose to have this position. The director of committees reports to the chapter president and serves on the joint chapter management team (JCMT). This position coordinates the chapter committee structure. Committees consist of members from all classes in the chapter. They give more of the chapter a voice regarding to chapter activities and help assist JCMT with their responsibilities.

- Works cooperatively and communicates with the chapter president on a weekly basis.
- Coordinates the chapter committee structure and assigns all members to a committee.
- Ensures that all committees meet regularly, have a purpose and are productive.
- Circulates during committee meetings to answer questions, check attendance, etc.
- Facilitates multi-purpose programming by instructing committees working on the same projects to work cooperatively.
- Collects Committee Minutes Forms after each committee meeting for review by the president; returns them to committee leaders to file in individual committee notebooks.
- Evaluates the effectiveness of each committee.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### Officer Resources:

- Chapter management team organizational chart
- List of chapter committees and committee members
- [Committee Application](#)
- [Committee Minutes Form](#)
- [JCMT Quick Guide: director of committees](#)
- [Guidelines for Taking Effective Minutes](#)

Refer to [Fraternity and Housing Policy Statements](#) for the following policies:

- Chapter Organization/Committees Required
- Director/Committee Selection Approval

### **alternate Panhellenic delegate**

- Works directly and cooperatively and communicates with the vice president: Panhellenic on a weekly basis.
- Attends Panhellenic meetings with the vice president: Panhellenic on a regular basis.
- Attends Panhellenic meetings in place of the vice president: Panhellenic if they cannot attend.
- Serves on a Panhellenic committee, if applicable.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### **Officer Resources:**

- Record of term of office
- College Panhellenic booklet/Constitution/bylaws/recruitment rules
- [National Panhellenic Conference Manual of Information](#)
- [JCMT Quick Guide: alternate Panhellenic delegate](#)

**Refer to [Fraternity and Housing Policy Statements](#) for the following policies:**

- Panhellenic Compliance
- Panhellenic Recruitment Infraction Reporting
- Panhellenic Infraction Reporting/ Approval

### **director of senior programming**

Chapters with more than 75 members should have a director of senior programming, though smaller chapters may also choose to have this position. They report to the vice president: programming and serve on the joint chapter management team (JCMT). This position plans senior recognition events.

- Works cooperatively and communicates with the vice president: programming on a weekly basis.
- Acts as a liaison between the members and senior members.
- Plans a comprehensive senior program that fosters senior engagement and celebrates the seniors' impact on the chapter
- Works cooperatively with the vice president: programming to appropriately recognize and honor the senior members.
- Assists the director of rituals and director of alumnae relations in organizing and executing the Senior Recommitment Ceremony.
- Understands the Fraternity policies and procedures.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

#### **Officer Resources:**

- University rules and regulations
- Calendar of university functions and events
- [Senior Programming and Recognition](#)
- [JCMT Quick Guide: director of senior programming](#)

Refer to [Fraternity and Housing Policy Statements](#) for the following policies:

- Alcoholic Beverages/Chapter/Fraternity Funds
- Graduate Student

### director of social awareness

Chapters with more than 75 members should have a director of social awareness, though smaller chapters may also choose to have this position. The director of social awareness reports to the vice president: social standards and serves on the joint chapter management team (JCMT). They educate the chapter about social responsibility and help them become more socially aware.

- Works directly and cooperatively communicates with the vice president: social standards on a weekly basis.
- Ensures that all visitors to the chapter feel welcome and that the chapter extends common courtesies to all guests including Collegiate Development Consultants, Council, Cabinet officers and Executive Offices staff visiting the chapter.
- Provides education and resources to chapter members on social etiquette, inclusivity, awareness of issues facing their local, state, national and global community.
- Directs the social awareness committee, if applicable.
- Assists the vice president: communications in writing invitations and thank you notes for each occasion.
- Maintains a record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### Officer Resources:

- University rules and regulations
- Calendar of university functions and social events
- Record of term of office
- [Collegiate Development Consultant \(CDC\) Support Guide](#)
- [Foundation: Disability Etiquette Guide](#)
- [DEI Support Toolkit](#)
- [JCMT Quick Guide: director of social awareness](#)

Refer to [Fraternity and Housing Policy Statements](#) for the following policies:

- Council/Cabinet/Foundation/Staff/Official Visits

## director of alumnae relations

Chapters with more than 125 members should have a director of alumnae relations, though smaller chapters may also choose to have this position. The director of alumnae relations reports to the vice president: programming and serves on the joint chapter management team (JCMT).

- Works directly and cooperatively communicates with the vice president: programming on a weekly basis.
- Directs alumnae relations committee meetings.
- Is aware of local alumnae group in area (if applicable) and has contact information for alumnae group officers and utilizes Anchorbase reports to obtain contact information for alumnae group officers.
- Introduces herself to the alumnae group officers via phone or e-mail when their term in office has begun.
- Encourages positive public relations with alumnae, including attendance at local alumnae meetings, correspondence, invitations to chapter events, etc.
- Provides local alumnae group with chapter calendar with adequate time to plan and coordinates all chapter “collumnae” events: those involving collegians and Delta Gamma alumnae.
- Create collumnae opportunities that involve multi-purpose programming, are related to chapter goals, fun and mutually beneficial.
- Keeps local alumnae informed about chapter events and activities and sees that they are invited to events of interest including Founders Day, Senior Recommitment, Initiation, Foundation events and other programming activities.
- If there is a local alumnae group, submit articles/highlights to the alumnae newsletter or ask the alumnae group if the collegiate chapter can add alumnae news to their newsletter.
- Communicates with alumnae from chapter by utilizing the Alumnae by Collegiate Chapter report in Anchorbase.
- If there is not a local alumnae group, contact the alumnae department at Executive Offices at [alumnaedept@deltagamma.org](mailto:alumnaedept@deltagamma.org) to request a membership spreadsheet of area alumnae.
- Assists the director of rituals and director of senior programming in organizing and executing the Senior Recommitment Ceremony. Ensures that alumnae members are invited to welcome senior members into alumnae life.
- Instills in chapter members a sense of lifetime membership in Delta Gamma through education and programming.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

## Officer Resources:

- [Collumnae Event Planning Guide](#)
- Record of term of office
- [JCMT Quick Guide: director of alumnae relations](#)

Refer to [Fraternity and Housing Policy Statements](#) for the following policies:

- Alumnae Associations/General Meetings
- Alumnae Officers



### director of Anchor Splash®

Chapters with more than 125 members should have a director of Anchor Splash, though smaller chapters may also choose to have this position. The director of Anchor Splash reports to the vice president: Foundation and serves on the joint chapter management team (JCMT).

- Works directly and cooperatively with the vice president: Foundation and vice president: finance on a weekly basis, or as needed, while planning Anchor Splash/Anchor Games.
- Consults with vp: finance regarding the fiscal side of Anchor Splash. Receives a budget from vp: finance which they adhere to for the event.
- Schedules and makes all arrangements for Anchor Splash according to the [Foundation Focus](#).
- Is knowledgeable of all Fraternity and Foundation policies and procedures as they relate to Anchor Splash.
- Makes committee assignments and appoints chairs for specific duties related to Anchor Splash.
- Completes separate Delta Gamma Event Guideline(s) for Events Without Alcohol forms for each activity pertaining to Anchor Splash, obtains required signatures and submits form to advisory team chair at least four weeks prior to the event.
- Completes a Foundation Pre-Planning Event Form and submits via Anchorbase at least four weeks prior to the Foundation fundraising event for approval by the Regional Foundation Coordinator.
- Maintains a complete record of their term in office.
- Work alongside the vp: finance to collect all fundraising checks made payable to the Delta Gamma Foundation. Make a copy of each check (for finance records and thank you notes) before sending. **Do not send cash.** Mail the check(s) and receipts with a printed copy of the Fundraising Finance Report Form (FFRF) to Executive Offices: Delta Gamma Foundation, 3250 Riverside Dr. Columbus, OH 43221.
  - **Note:** The FFRF is to be completed by the vp: finance with vp: Foundation assistance via Anchorbase within two weeks after the event.
- [Upload photos](#) and of Anchor Splash/Anchor Games events and share details of the event with the Foundation to be featured on social media or other communications.
- Provides an effective and thorough transition of their office to their successor.

### Officer Resources:

- University rules, agreements and instructions
- Calendar of university functions and events
- Record of term of office
- [Foundation Focus: Collegiate Edition](#)
- [Foundation Policies](#)

- [Fundraising Flowchart for Collegians](#)
- [Memberplanet Success Site](#)
- [JCMT Quick Guide: director of Anchor Splash](#)

Refer to **[Fraternity and Housing Policy Statements](#)** for the following policies:

- Alcohol/Fundraising

### director of chapter archives

Chapters with more than 125 members should have a director of chapter archives, though smaller chapters may also choose to have this position. The director of chapter archives reports to the vice president: communication and serves on the joint chapter management team (JCMT).

- Works directly and cooperatively communicates with the vice president: communications on a weekly basis.
- Presents a history of the chapter to the new member class as part of the New Member Pursuit.
- Presents the chapter history as a part of the fourth degree of the Initiation Ceremony.
- Updates the chapter history at the end of the term with a short summary of the year and completes the chapter history update on Anchorbase. This should include chapter awards/recognition, milestones, inaugural events, and other historically significant information.
- Compiles a scrapbook or digital file of chapter activities and members' accomplishments, using pictures, articles, etc. (Each item should be dated and labeled with members' names.)
- Maintains a complete and accurate record of the activities and honors of the chapter and individual members in preparation for the chapter history update.
- Arranges for the chapter composite, keeping in mind the chapter should not agree/sign multi-year contracts
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### Officer Resources:

- Updated chapter history
- Chapter minutes
- *ANCHORA* bound volumes
- Scrapbooks, digital files, composites, displays of old badges or special awards
- [Chapter Anniversary Planning Handbook](#)
- [JCMT Quick Guide: director of chapter archives](#)

Does your chapter have historical items that you do not know what to do with or how to preserve? Reach out to the archivist at Executive Offices! The archivist is the primary historical reference for all things Delta Gamma. They can help you figure out what to do with it, or help you make arrangements to send it to Executive Offices (EO). You can email them at [archives@deltagamma.org](mailto:archives@deltagamma.org).

## director of fundraising

Chapters with more than 125 members should have a director of fundraising, though smaller chapters may also choose to have this position. The director of fundraising reports to the vice president: Foundation and serves on the joint chapter management team (JCMT).

- Works directly and cooperatively and communicates with the vice president: Foundation on a weekly basis.
- Supervises all Foundation fundraising efforts of the collegiate chapter.
- Ensures that all Foundation fundraising events are planned and executed according to Delta Gamma Foundation and Fraternity policies and procedures.
- Ensures that at least 50 percent of proceeds are donated to the Delta Gamma Foundation.
- Directs the fundraising committee.
- [Upload photos](#) and of Anchor Splash/Anchor Games events and share details of the event with the Foundation to be featured on social media or other communications.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### Officer Resources:

- University rules and regulations
- Calendar of university functions and events
- Record of term of office
- [Foundation Focus: Collegiate Edition](#)
- [Foundation Policies](#)
- [Fundraising Flowchart for Collegians](#)
- [Greekbill Account Codes for Fundraising](#)
- [Memberplanet Success Site](#)
- [JCMT Quick Guide: director of fundraising](#)

Refer to [Fraternity and Housing Policy Statements](#) for the following policies:

- Alcohol/Fundraising

## director of Lectureship

Only chapters with an established endowed Delta Gamma Lectureship in Values and Ethics should have a director of Lectureship. The director of Lectureship reports to the vice president: Foundation and serves on the joint chapter management team (JCMT).

- Works cooperatively with the vice president: Foundation on a weekly basis
- Educates chapter members on history and objectives of the Delta Gamma Foundation Lectureships in Values and Ethics
- Leads the Lectureship committee working alongside the advisory team chair, local Lectureship adviser and may include university representative
- Recruits and leads chapter members/campus/alumnae volunteers who serve on Lectureship Committee
- Works with Foundation staff and designated university administrator to determine funds available and chapter vp: finance to create budget and partners with other resources to augment budget if possible
- Finds and books venue based on budget and availability
- Ensures chapter members are included in potential speaker recommendations
- Sources and secures speaker by partnering with the college/university, Lectureship adviser, local alumnae, and the Foundation Director: Lectureships in Values and Ethics as needed
- Ensures Lectureship speaker's background and speaking points clearly address the Delta Gamma Foundation Lectureships in Values and Ethics topics and objectives
- Communicates date of Lectureship to Foundation Director: Lectureship in Values and Ethics, campus Panhellenic and student affairs/FSA as soon as it is known and follows up as needed to relay additional information
- Utilizes the Lectureships in Values and Ethics Brand Elements to create graphics and relevant marketing materials and ensures the usage of approved logos to promote the Lectureship
- Ensures Lectureship speaker(s) is educated on the Delta Gamma Foundation Lectureships in Values and Ethics topics and objectives and addresses these in their speech
- Works with Director: Lectureships in Values and Ethics to ensure a detailed introduction for speaker is provided, as well as introductions of Fraternity and Foundation guests in attendance
- [Shares photos from the event](#), relevant media coverage, newsletters, etc.
- Upon the conclusion of the Lectureship ensures that chapter members are included in post evaluation of speakers by utilizing evaluation/assessment tools, including the Delta Gamma Foundation Lectureships in Values and Ethics evaluation (located in the *Lectureships in Values and Ethics Resource*) for future planning
- For questions or assistance, contact the Foundation Director: Lectureships in Values and Ethics at [Lectureships@deltagamma.org](mailto:Lectureships@deltagamma.org)

**Officer Resources:**

- [Lectureships in Values and Ethics Resource \(Including Evaluations\)](#)
- [Lectureships in Values and Ethics Brand Elements](#)
- [Lectureships in Values and Ethics History](#)
- [Lectureships in Values and Ethics Schedule](#)
- [Foundation Focus: Collegiate Edition](#)

### director of service hours

Chapters with more than 125 members should have a director of service hours, though smaller chapters may also choose to have this position. The director of service hours reports to the vice president: Foundation and serves on the joint chapter management team (JCMT).

- Works cooperatively with the vice president: Foundation on a weekly basis.
- Encourages each member to complete 8 Do Good Hours as outlined in the Bylaws and Standing Rules. Refer to [Foundation Focus](#).
- Plans chapter service volunteer activities that take into consideration the chapter members' interests, time availability and the needs of people who are blind or who have low vision.
- Reports at chapter meetings about volunteer service opportunities that are reflective of the Service for Sight mission.
- Helps plan and execute Service for Sight educational activities
- Helps plan philanthropy recruitment activity
- Understands the Fraternity and Foundation policies and procedures.
- [Upload photos](#) and of Anchor Splash/Anchor Games events and share details of the event with the Foundation to be featured on social media or other communications.
- Maintains a complete record of their term in office.
- Provides an effective and thorough transition of their office to their successor.

### Officer Resources:

- University rules and regulations
- Calendar of university functions and events
- [Foundation Focus: Collegiate Edition](#)
- [Foundation Policies](#)
- [Hope Child](#)
- [Service for Sight Volunteer Opportunities](#)
- Service for Sight Eye Health and Safety [Handouts](#) and [Printing Instructions](#)

Refer to [Fraternity and Housing Policy Statements](#) for the following policies:

- Alcohol/Fundraising

### director of special events

- Works cooperatively with the vice president: social standards on a weekly basis.
- Plans and coordinates the chapter's larger, Delta Gamma-sponsored social events such as formals and date parties (the director of social events will plan and coordinate the informal/co-sponsored social events, etc.).
- Serves as a member of the social events committee.
- Understands and implements all FIPG requirements and policies and procedures of the Fraternity as they relate to social occasions.
- Completes and submits the Event Guideline on Anchorbase, including required signatures, to the advisory team chair and to Executive Offices before the four-week deadline.
- Keeps a detailed and accurate record of their term of office, including items such as party ideas, expenses, attendance numbers, bands, party locations, invitation samples, refreshments, evaluations, list of available speakers and programs by university personnel and all other information that would be helpful to the next director of special events.
- Provides an effective and thorough transition of their office to their successor.

### Officer Resources:

- University rules and regulations
- Risk Management Policies Packet
- Calendar of university functions and social events
- Names and contact information of other sorority and fraternity social chairs
- Record of term of office
- [Event Guidelines: Social Event Planning Guide](#)
- [Event Guidelines: Collegiate Checklist](#)
- Risk management forms
- [DG Driver Agreements](#)
- [JCMT Quick Guide: director of special events](#)

### Refer to [Fraternity and Housing Policy Statements](#) for the following policies:

- Alcohol
- Alcohol/Event Attendance
- Alcohol/Event Sponsors
- Alcohol/Pre- and Post-Event
- Alcoholic Beverages/Chapter/Fraternity Funds



## Committees

Committees play an important role in the chapter operations structure. The support of chapter members through committees is vital to a chapter achieving its goals and functioning smoothly. Committees must be given a purpose and have specific duties to perform so that there is a sense of accomplishment when goals and tasks are completed. Additionally, committees shall have the authority to make significant decisions to encourage autonomy. In some cases, careful planning and education on specific policies will be required so policies and procedures are followed, and Fraternity standards are maintained.

Descriptions for each committee are listed below. Your chapter may adjust committee duties to meet the specific needs of your chapter. The system is designed for flexibility and responsiveness to chapter needs. A complete description of the committee should be shared with each committee member.

A Committee Minutes Form shall be completed by an appointed recorder at each committee meeting, listing what was accomplished at the meeting, who was present, etc. This form shall be submitted to either the director of committees (if the chapter has one) or the president, so that they may monitor what each committee is doing and suggest interaction for multi-purpose programming. A sample form can be found in the DG website library.

If your chapter has 75 members or fewer, you will use the committees listed for all chapters, as well as any necessary “All Hands On Deck” committees as needed for special events and projects.

If your chapter has more than 75 members, you will use the committees listed for all chapters, the committees for chapters with 75+ members, any necessary “All Hands On Deck” committees as needed for special events and projects, plus any of the optional committees that make sense for your chapter’s needs.

## **Committees Recommended for All Chapters**

### **Diversity, Equity & Inclusion (DEI) Committee**

Please review Appendix C for additional information, considerations and resources prior to creating this committee.

- Led by committee chair
- Purpose: to explore diversity, equity and inclusion through the lens of your chapter and campus community.
- Responsibilities: pursue individual work and education necessary to unpack their own individual contributions to systems of oppressions and assist chapter members in examining their own contributions to these issues by engaging in education and discussion around Diversity, Equity and Inclusion topics.

### **Programming Committee**

- Led by vp: programming.
- Purpose: to provide balanced programming which is both informative and enjoyable for the chapter.
- Responsibilities: assist vp: programming, or applicable directors, with programs and events such as: DG Dialogues, senior programming, sisterhood events, and optional chapter retreat.

### **Recruitment Committee**

- Led by vp: membership.
- Purpose: to provide for the future of the chapter through a well-planned/executed recruitment.
- Responsibilities: help plan and implement recruitment preparation workshops, help plan and implement all details of recruitment and continuous open bidding, and recognize members who have gone “above and beyond” as well as plan stress relievers, chapter bonding, etc.

### **Rituals Committee**

- Led by director: rituals.
- Purpose: to develop a sense of sisterhood and plan Delta Gamma ritual activities that demonstrate dignity, respect, and honor.
- Responsibilities: assist with informal and formal rituals, and assist with formal ritual at chapter meeting by doing the grip and password for those entering and help develop general activities that develop sisterhood.
- Recognize members demonstrating high levels of commitment to Delta Gamma ideals and those who contribute to a strong sense of sisterhood.

### **Scholarship Committee**

- Led by director: scholarship.
- Purpose: to support the scholarship goals set by the director: scholarship, to develop a general scholarship theme for the year, and to educate the chapter about job skills/networking.
- Responsibilities: help plan a minimum of one scholarship recognition event per academic term and help plan weekly programming/recognition for high academic achievement.

### **Social Events Committee**

- Led by director: social events.
- Purpose: to promote social awareness and responsibility and maintain an enjoyable atmosphere for ALL chapter members and new members. *Note: ALL committee members must clearly understand Fraternity risk management and alcohol policies.*
- Responsibilities: help plan and implement chapter social events, conduct social event evaluations and share with chapter, and assists with crisis management and alcohol policy presentations.

### **Additional Committees for Chapters with 75+ Members:**

#### **Member Education Committee**

- Led by vp: member education.
- Purpose: to educate the entire chapter regarding Fraternity standards, responsibilities, and history.

#### **Chapter Operations Committee** (housed chapters or those with a lodge/suite)

- Led by director: house management.
- Purpose: to promote a positive group experience in Delta Gamma housing.
- Responsibilities: help plan non-anchored programming for women in the house (e.g., fun activities, recognition), assist house corporation in maintaining/updating chapter inventory, and educate chapter members/new members about house rules and behavior each term.

#### **Communications Committee**

- Led by vp: communications.
- Purpose: to promote ongoing communication among all collegiate/alumnae members and the Fraternity.
- Responsibilities: assist with official chapter correspondence, assist with recording of chapter history (as applicable), produce/distribute a chapter newsletter/e-newsletter (as applicable), devise a plan for complete communication with

chapter members (e.g., phone tree, email listserv, bulletins, “sunshine” notes), share correspondence received by the chapter, and recognize member/new member/adviser birthdays.

### **Foundation Committee**

- Led by vp: Foundation.
- Purpose: to increase education about and knowledge of the Delta Gamma Foundation and Delta Gamma's philanthropy Service for Sight.
- Responsibilities: help plan/present the annual activity Foundation Education for Recruitment: Let's Talk Philanthropy held during Recruitment Preparation Week; support vp: Foundation in making members aware of the scholarships, fellowships and extended support available through the Delta Gamma Foundation, as well as the respective application deadlines; help vp: Foundation and directors plan fundraising and educational events as needed; provide members with opportunities for philanthropic work in the community related to Service for Sight; and recognize individuals who contribute to the community through Service for Sight.

### **New Member Committee**

- Led by director: new members.
- Purpose: to encourage positive interaction between new members/members, assist vp: member education and director: new members (if applicable) in meeting their goals for the new member program.
- It is strongly recommended that new members NOT serve on the new member committee.
- Responsibilities: help plan and coordinate new member activities, promote communication among new members and members, help plan monthly events for new members and members to become better acquainted, and help plan/implement Big/Little Sister programming.

### **“All Hands on Deck” Committees**

These are committees a chapter uses when all members are needed for the success of an event; these event(s) are, by their nature, short term commitments and layer over other committee assignments:

### **Bronze/Pink/Blue Committees**

- Led by the vp/director that needs the committee.
- Purpose: to provide a short-term commitment to a Delta Gamma event.
- How to: Chapter is divided evenly among Bronze/Pink/Blue committees.
- Responsibilities: each committee supports the chapter for a short time period (recommended length is one month) and is usually assigned to needs/tasks that

involve multiple people or require a handful of members to assist (e.g., set-up/take-down of meeting space)

### **Anchor Splash®/Anchor Games Committee**

- Led by vp: Foundation.
- Purpose: to provide support to Anchor Splash/Anchor Games.
- Responsibilities: help plan/staff Anchor Splash/Anchor Games committees, on-campus

### **Events/Interfraternal Activities Committee**

- Led by director: interfraternal activities.
- Purpose: to support chapter participation in a specific major campus event.
- Responsibilities: help organize Delta Gamma participation in a major campus event (e.g., GreekWeek or Homecoming).

### **Inspiration/Initiation Committee**

- Led by director: rituals.
- Purpose: to provide support to the standing rituals committee during Inspiration/Initiation.
- Responsibilities: help plan and present Inspiration/Initiation.

### **Additional Recruitment Committees**

- Led by vp: membership.
- Purpose: to provide additional support to the standing recruitment committee.
- Responsibilities: help plan/assist with recruitment prep/primary recruitment.

### **Optional Committees**

These are committees your chapter can use to meet any of its additional needs. They are not required but tend to be used in larger chapters (125+ members).

### **Public Relations Committee**

- Led by director: public relations.
- Purpose: to build/maintain positive relations with the public (e.g., the Fraternity, local alumnae chapter, regional team, community, campus).
- Responsibilities: arrange for all local/campus newspaper ads, announcements, and communications publicizing Delta Gamma events and endeavors; promote Delta Gamma and the Greek community through positive means (e.g., recognition of faculty members or creating appropriate posters); and develop a public relations campaign annually under the direction of the vp: communications.

### **Song Committee**

- Led by song leader under the direction of vp: membership.
- Purpose: to lead/teach official Delta Gamma songs to members.
- Responsibilities: ensure chapter members know all songs for recruitment, ritual ceremonies and serenades; teach new members the chapter's songs; build the membership's repertoire with new songs; and sing at least twice per month as a group.

### **Archives Committee**

- Led by director: chapter archives.
- Purpose: to document the chapter's history and instill in membership a knowledge and appreciation of the past.
- Responsibilities: maintain a visual and written chapter history through photos, video, mementos, programs, notes, etc. which is organized in a yearly scrapbook or on DVD/CD for perpetuity; recognize achievements of the chapter throughout the year (e.g., winning a Greek event, results of Anchor Splash® fundraising); and arrange to have photos taken at every event.

### **Alumnae Relations Committee**

- Led by director: alumnae relations.
- Purpose: to promote lifetime commitment to Delta Gamma through events and programming which includes both collegians and alumnae.
- Responsibilities: coordinate communication with area alumnae through invitations, recognition, etc.; attend local alumnae meetings to report on chapter activities; act as hosts for alumnae visitors to the chapter (coordinate with social awareness committee); help plan and implement an "Aunt Hannah" or "Secret Sis" month with local alumnae once per year; coordinate efforts to recognize seniors and involve alumnae/graduating seniors in the senior programming committee.

### **Fundraising Committee**

- Led by director: fundraising.
- Purpose: to promote fundraising efforts for the Delta Gamma Foundation and the chapter.
- Responsibilities: help plan fundraising events to benefit the Delta Gamma Foundation, help plan fundraising events to benefit the chapter.
- If fundraising events are meant to benefit the chapter, there can be NO mention of the Delta Gamma Foundation in any advertising materials.

### **Social Awareness Committee**

- Led by director: social awareness.
- Purpose: to instill a greater appreciation and knowledge of etiquette and hospitality.
- Responsibilities: arrange and clean up meeting/event rooms; plan and conduct educational programming such as including tips in a weekly chapter email or posted around the chapter house, etc.; conduct house tours as needed; make arrangements to welcome guests (including the annual CDC) in a warm manner; and recognize members for appropriate social behavior at Delta Gamma functions.

# Section 6: Policies, Positional Statements and Procedures

## Policies

All Fraternity, Foundation and Housing policies can be found in on the [website library](#).

0 - 0	<a href="#">Fraternity &amp; Housing Policy Statements</a>
1 - 1	<a href="#">Policy on Policies</a>
1 - 2	<a href="#">Travel and Event Policy</a>
1 - 3	<a href="#">Positional Statement on Inclusivity</a>
2 - 1	<a href="#">Collegiate Chapter Accountability Policy</a>
2 - 2	<a href="#">Adviser Policy</a>
2 - 3	<a href="#">Collegiate Chapter Closure Policy</a>
3 - 1	<a href="#">Collegiate Recruitment Policy</a>
3 - 2	<a href="#">Membership Selection Policy</a>
5 - 1	<a href="#">Conflict of Interest Policy</a>
5 - 3	<a href="#">Credentials Committee Policy</a>
6 - 1	<a href="#">Crisis Communication Policy</a>
6 - 2	<a href="#">Social Media Policy</a>
6 - 3	<a href="#">Positional Statement on Inappropriate Media Outlets</a>
6 - 4	<a href="#">Individual Alumnae Awards Policy</a>
6 - 5	<a href="#">Badge and Fraternity Jewelry Policy</a>
7 - 1	<a href="#">Foundation Policies</a>
8 - 1	<a href="#">House Corporation and House Director Policy</a>
8 - 2	<a href="#">Housing Premises Policy</a>
9 - 1	<a href="#">Positional Statement on the Discontinued Usage of Paddles as Gifts</a>
9 - 2	<a href="#">Collegiate Alcohol Policy</a>
9 - 3	<a href="#">Risk Management Philosophy</a>
9 - 4	<a href="#">Medical Amnesty Policy</a>



## Procedures

In this next section, procedures that are important for collegiate officers to be familiar with are briefly outlined. In addition to the outline, you can also find links to applicable documents/resources for the specific procedure.

- [Crisis Management Quick Reference](#)
- [Crisis Communication Procedures](#)
- [Crisis Communication Policy \(6 - 1\)](#)

### Crisis Management/Communication Procedure

Resource: [Crisis Communication Procedure](#)

In the event of a tragedy or crisis, Delta Gamma has certain steps that should be taken to ensure the tragedy/crisis is handled safely and is communicated effectively. Examples of what situations may be a tragedy or crisis include but are not limited to:

- Death or serious injury of a member or new member.
- Injury or incident involving a member, new member or a non-member at or during a chapter event; this includes chapter meetings held in campus facilities, such as classrooms.
- Injury or incident involving a member, new member or a non-member that occurs on chapter property.
- Fire, earthquake, flood or other natural disaster affecting the chapter or surrounding area.
- Serious crime against chapter member or chapter house.
- Threat on campus (i.e., bomb threat, campus shooting, etc.)
- Outbreak of infectious diseases.

Per the Crisis Communication policy, the following should occur:

- Instruct all members/new members that the president is in charge of all emergency situations. They may consult other members who may possess more expertise or insight; however, all correspondence and important decisions rest with the president with the guidance of the advisory team chair and RCS/CAC/NCC.
- Inform the members/new members that in the event of their absence, the next ranking officer in order of election assumes the responsibility.
- Review the Crisis Management Procedures with the member/new members. All procedures apply to chapter houses, dormitory areas, suites or any other place where Delta Gammas are housed or meet. The same procedures apply if an accident occurs at a Delta Gamma sponsored event.
- Instruct the director of house management/chapter property to post all emergency telephone numbers in the chapter housing. Instruct the vice president:

communications to include emergency phone numbers on the chapter roster/phone list.

- Advise the university administration of Delta Gamma's Crisis Management Procedures.

### Emergency Procedures

1. Do not allow the accident victim to be disturbed by untrained people. Keep curious onlookers away; protect the dignity of the injured person.
2. Call 911 or the appropriate emergency number. Briefly and calmly explain the situation so that the emergency personnel can respond appropriately.
3. Close the house or restrict the area where the accident has occurred to all non-Delta Gammas except for medical or police personnel. Assign a responsible member to control access to the house. For example, if the accident occurs on campus property, appropriate university/college officials should be allowed access.
4. Contact your Collegiate Development Specialist at Executive Offices, as well as your advisory team chair and Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator. Please arrange the best method to contact your ATC and RCS/CAC/NCC in advance, so you are aware of how to reach these women as soon as possible. Your CDS will manage the Fraternity's internal crisis communication procedure and provide you with next steps.
5. Contact the university/college person (Panhellenic advisor, Greek Affairs Coordinator, etc.) who is responsible for sororities.
6. Do not contact parents. Medical or police personnel will accurately inform the family.
7. If instructed by Executive Offices, assemble all members and new members for a chapter meeting. For chapters that do not have housing, the location for this meeting should be established at the beginning of each academic year and provided as part of the biannual review of the Crisis Management Procedures. Explain that there is an emergency. If the chapter has housing, explain that the house is closed. Stress that everyone should remain calm and that all emergency measures have been taken.
8. Advise the members that they are to refrain from discussing details or speculating about events with anyone outside the chapter; the president is the official spokesperson for the chapter.
9. If instructed by Executive Offices, inform members who are not aware of the situation.

### Media Outreach

If a tragedy occurs, please follow the [Crisis Communication Procedure](#) to notify the appropriate people within Delta Gamma. Some crises or tragedies will draw media attention.

### Post-Emergency Protocol

Some tragedies will be continuous depending upon the severity of the situation. For guidance on what to do after the initial emergency has been handled, please see below.

## Serious Injury

- Do not remove or disturb any personal belongings in the member's room (in Delta Gamma housing, dormitory or apartment) unless instructed to do so by the accident victim or their family.
- Determine the visitation wishes of the family and coordinate these with members/new members

## Death

- Do not remove any personal belongings from the member's room (in Delta Gamma housing, dormitory or apartment). Do not let anyone enter the room except police or other officials. If the member lived in Delta Gamma housing and there is a roommate, move them out of the room temporarily.
- If the member lived in Delta Gamma housing, ask the family members what their wishes are with regard to the disposition of the member's possessions. Regardless of where the member lived, if the family chooses to come and pack the belongings themselves, give them as much support as possible (arrange for transportation to and from the airport, supply boxes for packing, etc.). If the member lived in Delta Gamma housing, keep the room locked until that time.
- Encourage members/new members to show loving concern and support. Understand, however, that this is a difficult time for the family and that they may want privacy.
- Notify Executive Offices of the name and address of a parent/guardian contact where an official letter of sympathy can be sent. Include personal information (offices held, etc.) as well as cause of death.
- Plan chapter attendance at the funeral if the service is open. Delta Gamma has a beautiful memorial service that may be appreciated by the family members but respect their wishes in this regard. The memorial service may be held in the chapter house.

## Event Guidelines for Events with Alcohol

Before planning an event with alcohol for your chapter, ensure that you are aware of Delta Gamma's [Collegiate Alcohol Policy](#). All materials for events with alcohol are submitted through Anchorbase. You can find the task to submit these materials on your Anchorbase calendar.

Below you will find a large overview of what requirements/documentation are needed to have your event approved. For more details, please consult the [Event Guidelines: Social Event Planning Guide](#) document:

Resources:

[Event Guidelines: Social Event Planning Guide](#)

## **Initiation (Initiation Authorization & Chapter Vote to Initiate)**

### **Chapter Vote to Initiate**

The chapter Vote to Initiate serves as the final commitment of the chapter to the new members. It is the members' affirmation that all other requirements for Initiation have been met. This vote must be taken seriously and the correct procedure must be followed. Refer to policy for information.

Correct procedure is as follows:

1. Three weeks prior to Initiation, the names of new members who have met all other requirements for Initiation must be presented for the three-fourths vote of approval from the chapter, as required by the Constitution.
2. The chapter vote should be taken by SECRET, WRITTEN ballot on a sheet listing each new member who has met all other requirements for initiation.
3. After the voting, the president and the advisory team chair count the ballots. Only those new members receiving a three-fourths affirmative vote may be initiated. A member cannot vote "no" unless they have written an SOR and Honor Board has determined its validity.
4. If a new member does not pass the vote, the president and the advisory team chair should immediately call the Regional Collegiate Specialist Council Appointed Coordinator/New Chapter Coordinator, before the new member or anyone else in the chapter is informed.

Only in the rarest and most unusual circumstances can a new member who has met all other Initiation requirements not pass the chapter Vote to Initiate. This occurs only when a serious offense has taken place. If a new member does not receive the three-fourths affirmative vote, any one of the following procedures should be followed:

1. The new member may voluntarily terminate their pledge according to procedures outlined on the [Resignation of New Membership](#) form in the DG website library.
2. The new member may become a continuing new member if their new member period has lasted less than one year.
3. Honor Board may pursue expulsion procedures as outlined in the *Honor Board Handbook*.
4. If the new member is a continuing new member, the "calendar year" should be allowed to expire.

## **Initiation Authorization**

Initiation Authorization must be obtained for a chapter to have an Initiation, meaning that the chapter has completed all necessary tasks, correctly, and received approval from their RCS/CAC/NCC and Executive Offices.

Resources:

[Initiation Authorization Guide](#)

[Rituals Handbook](#)

## **Roster Changes**

Your chapter's Anchorbase roster is your official roster with Delta Gamma Fraternity. It is used to charge the chapter for per capita dues and fees, for chapter Total before, during and after recruitment and other official record keeping needs. Therefore, it is important that you are using this roster and keeping it up to date.

See the [How to Update your Anchorbase Roster](#) document in the Delta Gamma library.

## Section 7: Fraternity/Foundation Organization

### Constitution

The *Delta Gamma Fraternity* and *Delta Gamma Foundation Constitution* set forth the regulations and procedures by which the Fraternity and the Foundation operate and delineate the rules by which their members are governed.

According to the Fraternity Constitution, "This Fraternity shall be governed by the Convention and the Board of Trustees, referred to as Council in this Constitution. The distribution of powers shall be in accordance with the provisions of this Constitution as they have been adopted by the Convention. Council shall have those powers not reserved to the Convention and shall exercise those powers in accordance with the laws of the State of Ohio, the Articles of Incorporation and this Constitution." Refer to *Delta Gamma Fraternity Constitution*, Article VIII, Section 6.

### Convention

The Delta Gamma Convention is held in even-numbered years. Delegates representing each collegiate and alumnae chapter convene to conduct the business of the Fraternity, vote on proposed Constitutional changes, receive reports from Fraternity officers, elect the Council and attend workshops. Refer to *Policy: Convention-Leadership Seminar/President Requirement*.

Each collegiate and alumnae chapter is entitled to one voting delegate. Their transportation, hotel and meals at Convention are paid from Fraternity funds. Refer to *Policy: Travel and Event Policy*.

The vote of the collegiate delegate is weighted to balance the alumnae delegates. A chapter on Probation or not in good standing in the Fraternity must send a delegate to Convention who must attend all general sessions and workshops but will not be entitled to vote. Refer to *Policy: Credentials Committee Policy*.

Collegiate and alumnae members may attend Convention as visitors, paying their own expenses or with assistance from their chapters. These additional representatives attend meetings and may speak from the floor during general sessions. New members may attend general sessions, workshops and social activities. However, new members may not attend any workshops or activities pertaining to Fraternity rituals. Refer to *Policy: Convention/New Member Attendance*.

At the close of Convention, each official delegate shall complete the Convention Evaluation Form and it is recommended that they give a summary of Convention at the first chapter meeting in the fall.

## Fraternity Leadership

### Council

Council members are elected by the Convention delegates to conduct the business of the Fraternity in accordance with the Constitution. They preside at Convention and direct the Fraternity's programming and policy implementation for their respective areas of responsibility. Council appoints Fraternity directors, specialists and committees to assist with work in specific areas. Fraternity officers and alumnae and collegiate officers serve without financial compensation but are reimbursed for supplies and travel expenses. Detailed [position descriptions](#) are on the Delta Gamma website.

- Fraternity President
- Council Trustee: Collegians
- Council Trustee: Alumnae
- Council Trustee: Fraternity Programming
- Council Trustee: Membership
- Council Trustee: Communications
- Treasurer

### Leadership

Council appoints Fraternity directors and regional team specialists to work directly with alumnae and collegians. The Foundation Board of Trustees appoints Foundation directors and Regional Foundation Coordinators to work directly with alumnae and collegians. These officers are all volunteers and comprise the Delta Gamma Leadership. They may serve two two-year terms.

**Fraternity directors** are appointed by Council to coordinate specific areas within the structure of the Fraternity. They are appointed to roles that coordinate with each Council member. A detailed organization chart is at the end of this section.

The **Regional Director (RD)** is the regional leader and is responsible to supervise the regional team specialists and coordinate the activity within their region.

The **Regional Alumnae Specialist (RAS)** is responsible for day-to-day management and oversight of alumnae groups in the region.

The **Regional Collegiate Specialist (RCS)/Council Appointed Coordinator (CAC)/New Chapter Coordinator (NCC)** is responsible for the direction and supervision of the collegiate chapters and appoints and guides collegiate advisers.

The **Regional Collegiate Recruitment Specialist (RCRS)/New Chapter Recruitment Coordinator (NCRC)** guides all areas of collegiate membership recruitment.

The **Regional Finance Specialist (RFS)/New Chapter Finance Coordinator (NCFC)** guides and assists collegiate and alumnae chapters to meet financial responsibilities.

The **Regional Foundation Coordinator (RFNC)** guides and helps collegiate and alumnae chapters meet Foundation responsibilities in the areas of service and fundraising.

The **Regional Housing Specialist (RHS)** guides house corporations and collegiate chapters to cooperatively maintain healthy and safe chapter homes and meeting facilities.

**Alumnae Development Consultants (ADCs)** form new alumnae groups and revitalize targeted alumnae groups.

**Collegiate Development Consultants (CDCs)** are recent graduates who are employed by the Fraternity and trained to make official visits to collegiate chapters. They develop chapter programs, assist with recruitment, problem solve and teach leadership skills. Prior to each visit, the chapter president will receive an informational email that outlines arrangements for accommodations, meals, meeting schedules, etc. A CDC is a guest of the chapter during their entire stay and should be treated with the utmost courtesy.



## Foundation Leadership

We are one Delta Gamma, but in accordance with Internal Revenue Code, the Foundation and Fraternity are two separate organizations. In 1951, the Delta Gamma Foundation was formed as a complement to the Fraternity, creating a vehicle for members to promote the educational interests and social responsibility referenced in Article II of the Fraternity Constitution.

The Delta Gamma Foundation is governed by the **Board Of Trustees (BOT)**. The BOT consists of six elected Trustees who serve three-year terms, and three ex-officio Trustees who serve concurrently while in the Fraternity Council positions of Fraternity President, Council Trustee: Fraternity Programming, and Fraternity Treasurer. They meet a minimum of three times annually. Elected Trustees fill the officer positions of Chair, Secretary and Treasurer. View the current Foundation Board of Trustees and Fraternity Council [here](#).

The **Governance Committee** is composed of five members. They present to the BOT and the Foundation Voting Membership at least one, but not limited to one, candidate for each vacancy on the Board of Trustees.

The **Ambassador Team** is comprised of Delta Gamma alumnae who volunteer to further the mission of the Delta Gamma Foundation by working with donors to meet mutual philanthropic goals. An Ambassador Team volunteer may meet with and/or correspond with donors in their geographic area. In addition, an Ambassador Team volunteer may be asked to host a Foundation development officer and/or donor event in their home during a development visit in their area.

**Foundation Directors** are appointed by the Board of Trustees. They serve as subject matter experts to the members of the Fraternity and to the public. Foundation Directors include: Director: Alumnae Fundraising and Service, Director: Collegiate Service, Director: Service for Sight Grants, Director: Lectureships in Values and Ethics, Director: Scholarships and Fellowships, and Director: Collegiate Fundraising

The **Regional Foundation Coordinators (RFNCs)** are a regional resource for our collegiate chapters and alumnae groups in all Foundation-related activities including service and fundraising. They work in conjunction with our Foundation Directors, the Board of Trustees and the regional team in their region.

## Section 8: Executive Offices

Executive Offices (EO) is the headquarters of Delta Gamma Fraternity, the Delta Gamma Foundation, the Office of Housing and the *ANCHORA* of Delta Gamma.

Delta Gamma Executive Offices  
3250 Riverside Drive  
Columbus, OH 43221-0397

Phone: 614.481.8169  
Email: [DG-EO@deltagamma.org](mailto:DG-EO@deltagamma.org)  
[dgfoundation@deltagamma.org](mailto:dgfoundation@deltagamma.org)

### Mission Statement

Delta Gamma Executive Offices' mission is to advance the values of Delta Gamma Fraternity by providing professional expertise, purpose-driven support and passionate commitment to members, friends and colleagues in the interest of "Doing Good."

### EO Core Values

#### Learning/Growth

We encourage and challenge our staff to pursue opportunities that develop their skills and knowledge for themselves and the Fraternity, creating adaptability within our staff for changing business needs and responsibilities.

#### Professionalism

We provide continuity for our ever-evolving organization by owning our work, sharing our knowledge and doing what we say we will do.

#### Collaboration

We champion the spirit of teamwork by exhibiting a clear sense of support in all we do. We work united with members and partner organizations to build relationships and achieve the goals of the Fraternity.

#### Integrity

We are committed to upholding the highest standards of character, fostering an environment of trust, conducting our business honestly and treating others with respect.

## Executive Offices Staff

The staff at Executive Offices exist to support the members and mission of Delta Gamma. See the [Executive Offices Staff Organization Chart](#) on our website.

### Fraternity Staff:

Tracey Doebling Williams, Beta Sigma-Maryland, leads the Fraternity's Executive Offices staff as **Executive Director**. They ensure our staff is in step with the vision and strategies set forth by Delta Gamma's Council.

Our **education and development** team develops the Fraternity's educational programs and oversees volunteer training, the Collegiate Development Consultant program and Delta Gamma events. They work closely with volunteers, staff, and our members to develop programming that meets the needs of our membership and focuses around the Fraternity's core purpose.

The **member services** department keeps the pulse of our alumnae, collegians, volunteers, staff, university administrators, parents and National Panhellenic Conference counterparts. This team provides training and administrative services to volunteers, collegiate chapters and alumnae groups.

Information flows in and out of the **marketing and communications** team. Social media, engagement strategies, branding and messaging, website management, merchandise, and our quarterly magazine, the *ANCHORA*, are just some of the initiatives this team oversees.

The Frances Lewis Stevenson **Archives** is the home of the artifacts and history of the Fraternity. Meticulously guarded and preserved by Delta Gamma's archivist.

Our **finance** team is responsible for providing accurate and timely information regarding financial affairs, including revenue collection and distribution of funds, budgeting and financial reporting.

The **legal and operations** team provides personalized assistance with administrative tasks and special projects Executive Offices. With legal counsel, human resources and facilities management also in their realm, the legal and operations team takes great pride in being the "hub" of EO.

Our **information technology** team maintains the network infrastructure and software at Executive Offices. The IT team also provides support through the help desk for staff, volunteers and members who have questions or issues regarding Delta Gamma technology.

The **Office of Housing** supports our housing volunteers and helps our collegiate chapters maintain safe living environments. They provide financial and HR expertise, project management, as well as process payroll, accounts payable and receivable and taxes for all Delta Gamma house corporations.

### Foundation Staff:

Leslie Loop Martin, Gamma Rho-Wittenberg, leads the Foundation's Executive Offices staff as **Foundation Executive Director**. They ensure our staff is in step with the vision and strategies set forth by the Delta Gamma Foundation's Board of Trustees.

The **Foundation** staff advance our do good mission through their support of service and philanthropic efforts, annual and legacy giving, scholarships, fellowships and Crisis Grants, and all other Foundation programs and initiatives. The Foundation staff consists of the following departments: development, donor relations, finance and communications.

# Appendix A: Awards

## Fraternity Awards

Most collegiate chapter Fraternity awards are presented at Convention and are based on the chapter's performance for the two years preceding Convention (exception: the Patricia Peterson Danielson Award). Selection of chapters to be recognized is based on information obtained from applications and chapter reports, as well as on the recommendations of Regional Team, Fraternity Directors, Council and Executive Offices staff. Reminders are sent to chapters prior to the Convention with criteria for selection explained in detail.

- **The Patricia Peterson Danielson Award** is presented annually. A collegiate chapter uses the award criteria for goal setting and develops a dossier/nomination that is sent to the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator. In addition, collegiate chapters are encouraged to use the award criteria for self-assessment and goal setting in the pursuit of excellence.
- **The George Banta Award** recognizes a new chapter that is outstanding in most areas of endeavor. To be eligible, a chapter must have been installed for at least two years, but not more than five years. Council selects the recipient.
- **The Roberta Abernethy Award**, named for the Fraternity's first Executive Secretary, recognizes the chapter that handles its business with Executive Offices promptly and efficiently. The Executive Director and staff select the recipient.
- **The Founders Award** recognizes those chapters with outstanding chapter programming, promoting Article II of the Fraternity Constitution. Chapters must apply for this award in the second year of the biennium.
- **The Frankie Ladley Wakefield Parnassus Award** recognizes the highest qualities of intellectual curiosity. The Council Trustee: Fraternity Programming supervises the selection.
- **The "Maggie" Newsletter Awards** recognize the outstanding collegiate chapter newsletter based on content and overall appeal, with categories for both traditional paper newsletters and electronic publications of a newsletter. The Fraternity's Marketing and Communications department evaluates newsletters submitted by collegiate chapters and selects a winner from entries submitted early in the year of Convention.
- **The Technology Award** acknowledges the importance of electronic communications to the Delta Gamma experience by recognizing outstanding use of social media by our chapters. The website team reviews all websites and selects one collegiate and one alumnae winner.
- **The Outstanding Chapter Award** recognizes chapters that are outstanding in all areas of endeavor. A chapter must have received the Patricia Peterson Danielson Award both years of the biennium to be eligible for the Outstanding Chapter Award.
- **The Barbara Griswold Laederach Award** recognizes a chapter that achieves excellence in all aspects of recruitment during both years of the biennium. A chapter

must have received perfect scores in the membership section of the Patricia Peterson Danielson Award each year in order to be eligible for the award.

- **Courage Award** recognizes members, new members and higher education professionals who exhibit courage in protecting human dignity by creating an environment where social responsibility is nurtured. Nominations for this award are accepted on a rolling basis and presentations may be made to a deserving honoree at any time.

## Foundation Awards

At each Convention, the Delta Gamma Foundation recognizes outstanding philanthropic service and leadership exemplified by collegiate chapters, alumnae groups and faculty members. The vice president: social standards should work closely with the vice president: Foundation and consult with the Regional Foundation Coordinator in to ensure that deserving honorees are recognized.

- **The Theta Chapter of Delta Gamma Collegiate Leadership Award Honoring Patricia Peterson Danielson** is presented by the Delta Gamma Foundation and honors a Delta Gamma collegian that has made and continues to make a significant leadership contribution to their campus community, place of worship, state, nation or world in an area of philanthropy or philanthropic service.
- **The H.K. Stuart Spirit of Service Award** is presented by the Foundation and honors one collegiate chapter and one alumnae group that exhibits philanthropic dedication and service.

## Collegiate Chapter Regional Awards

Collegiate chapter regional awards vary and are awarded to the collegiate chapters within a specific region. They are sponsored and judged by the regional specialists and director. Regional awards are presented at the regional meetings during Convention.

## Individual Alumnae Awards

Individual alumnae awards honor alumnae whose accomplishments serve as an inspiration to others and whose outstanding abilities and successful efforts have benefited the Fraternity, the community, the nation and the world. Awards presented to individual alumnae members include: **Order of the Delta Gamma Rose, Anchor Award, Shield Award, Oxford Award, Loyalty Award, Cable Award, Hope Award** and Foundation alumnae awards.

Collegians may nominate an adviser or house corporation officer through the local alumnae group for the Cable Award. The Cable Award recognizes alumnae for personal devotion and continued service to the Fraternity. It is reserved for alumnae who, through their years of

serving Delta Gamma, have exhibited unusual loyalty and devotion far beyond normal alumnae participation. For further information, contact the Fraternity Director: Awards.

Foundation alumnae awards are awarded annually as Memorial and Honorary Fellowships named for members whose loyalty and contributions to the Fraternity are exceptional. Collegiate chapters or individual members wishing to submit the name of an alumna member for award consideration should contact their Regional Alumnae Specialists for specific instruction.

## Professional Awards

Delta Gamma recognizes exceptional professional members of the campus community who lead and inspire our collegiate women and support our collegiate chapters. These awards are presented to outstanding professionals, who may be nominated by collegiate chapters.

- **The Mary Beth Seiler Award for Outstanding Campus Partners** is presented by the Fraternity to campus professionals, regardless of affiliation, who champion our collegiate chapters.

## Appendix B: Résumé Skills

Serving as an officer for a collegiate chapter develops skills that benefit members in their professional endeavors. Use the examples below for guidance when describing an officer role in a résumé, cover letter or job interview.

### chapter president

#### Résumé skills for chapter president

- Direct all chapter operations, including supervising eight officers, \_\_ directors and budgets in excess of \_\_ dollars
- Serve as the liaison between a chapter of \_\_ members, campus officials, and community
- Speak on behalf of the chapter at meetings, events and award ceremonies
- Establish professional relationships with advisers, regional teams, other leaders on campus and in Delta Gamma
- Act as point person for all crisis communications and media relations

#### General skills

Public speaking  
Crisis management  
Peer management  
Delegation  
Efficient time management  
Organization  
Collaboration  
Confidentiality  
Flexibility/adaptability  
Robert's Rules of Order  
Relationship building

#### Example:

- Facilitated weekly all-member and officer meetings using Robert's Rules of Order and member-focused programming.

### vice president: social standards

#### Résumé skills for vp: social standards

- Mediate conflict and communicate calmly and professionally in sensitive situations
- Monitor chapter morale and develop creative positive programming for members
- Uphold and enforce all policies while fostering a Culture of Care and personal accountability of \_\_ members
- Collaborate with and delegate to \_\_ directors and \_\_ committees

#### General skills

Active listening  
Reasoning  
Motivation  
Empathy  
Accountability  
Confidentiality  
Problem solving

#### Example:

Recommended and coordinated a Mock Trial Program based on behavioral trends in the chapter. The three-hour program had 100% member participation and provided a realistic view of risk and legal consequences.



## vice president: finance

### Résumé skills for vp: finance

- Create and monitor budget for a chapter of \_\_ members in excess of \_\_ dollars (*additionally, note if ended the year with a surplus*)
- Manage \_\_ accounts, used for philanthropic events, house management and educational expenses
- Create culture of fiscal responsibility among chapter leaders
- Serve as member of house corporation board to plan and oversee maintenance and renovation budgets (*insert amount of the budget if applicable*)
- Proficient in Microsoft Excel, financial accounting software and budgeting tools
- Collaborate with and delegate to \_\_ directors and \_\_ committees

### Example:

- Redesigned chapter budget to reduce expenditures and increase chapter surplus for aid in comprehensive renovation of chapter house.

### General skills

Organization  
Efficient time management  
Problem solving  
Budget creation  
Account management  
Attention to detail  
Accountability

## vice president: communications

### Résumé skills for vp: communications

- Plan and implement chapter public relations campaigns for audiences including potential members, parents, alumnae and campus peers and professionals
- Maintain strong written and verbal communication skills
- Collaborate with and delegate to \_\_ directors and \_\_ committees
- Create public relations and social media calendars to accomplish long-term communications goals
- Organize and keep inventory of physical and digital chapter archives
- Direct eight officers and chapter of \_\_ members in annual Bylaws and Standing Rules revision process

### Example:

- Planned and executed chapter's "I Am A Sorority Woman" social media campaign, including photography, graphic design and digital storytelling for 4,700 Instagram followers and 1,200 fans on Facebook.

### General skills

Strong written and oral communication  
Creativity  
Organization  
Problem solving  
Meeting minute taking  
Strategic planning  
Adaptability

## vice president: programming

### Résumé skills for vp: programming

- Lead annual assessment of chapter goals and areas of opportunity
- Implement intentional programs to address chapter goals strategically to create functional, balanced calendar
- Plan chapter calendar and execute chapter events to foster relationships and influence morale
- Direct eight officers and chapter of \_\_ members in planning a calendar of diverse, multipurpose chapter events

### General skills

Big picture thinker  
Multipurpose programming  
Strategic thinking and execution  
Creativity  
Motivation  
Collaborative planning

### Example:

- Coordinated guest speakers, venue, food vendors and chapter advisers to host a six-hour chapter retreat for 245 members, including personal development workshops, bonding activities and community service.

## vice president: member education

### Résumé skills for vp: member education

- Planned a Bid Day event for \_\_ women to welcome \_\_ new members to the chapter with a budget of \_\_ dollars
- Implement curriculum and design activities to educate new members on Delta Gamma history, values and operations
- Provide ongoing education and personal development opportunities for initiated members
- Collaborate with and delegate to \_\_ directors and \_\_ committees
- Promote value-based living among chapter to ensure that members act in accordance with bylaws, follows the chapter's strategic mission and lives Delta Gamma's values.
- Organize various speakers/presentations for chapter, such as *\*insert chapter specific presentations\**

### General skills

Organization  
Event planning  
Delegation  
Large and small group facilitation  
Peer education  
Creative problem solving

### Example:

- Established my chapter's Anchor Advocate program, in which I trained and supervised 14 sisters on how to help members transition into sorority life through peer support and coaching in order to yield a high retention rate.

## vice president: membership

### Résumé skills for vp: membership

- Manage all logistics for a multi-day recruitment including timing, room staging, event flow and catering
- Supervise \_\_\_ directors responsible for external communication, logistics and event planning
- Manage a budget of \_\_\_ dollars designated solely for recruitment of new members
- Collaborate with and delegate to \_\_\_ directors and \_\_\_ committees

### Example:

- Coached 218 members in the recruitment and selection of 75 new members from a pool of 1,800 collegiate women participating in sorority recruitment events spanning two weekends.

### General skills

Attention to detail  
Problem solving in high-stress scenarios  
Delegation and teamwork  
Public speaking  
Efficient time management  
Large and small group facilitation  
Peer training

## vice president: Panhellenic

### Résumé skills for vp: Panhellenic

- Collaborate with university partners and \_\_\_ peer campus organizations
- Represent chapter as delegate at monthly Panhellenic meetings
- Develop relationships in the fraternity and sorority community and on campus through personal and collaborative conversation
- Motivate \_\_\_ chapter members to be engaged and involved in community events and fundraisers

### Example:

- Collaborated with two directors, two committees and the university's Office of Student Life to host a campus-wide It's On Us campaign for sexual assault awareness and prevention.

### General skills

Strategic planning and partnerships  
Robert's Rules of Order  
Big-picture thinking  
Collaborative brainstorming  
Relationship building with officers and advisers

## vice president: Foundation

### Résumé skills for vp: Foundation

- Organize weekly service opportunities for \_\_\_ members, especially focused on individuals with visual impairments, members of the military, seniors, and guide dog or vision-related organizations
- Record and monitor all service hours completed by chapter members
- Seek out new partnerships with local mission-related organizations in need of volunteers
- Collaborate with and delegate to \_\_\_ directors and \_\_\_ committees

### Example:

- Oversaw community-wide Anchor Splash, a signature Delta Gamma philanthropy event that raised \$6,400 dollars for the Anchor Center for Blind Children in Denver, Colorado, and amounted to more than 300 individual volunteer hours.

### General skills

Event planning  
Community relations  
Efficient time management  
Delegation  
Social responsibility

## Honor Board

### General skills for Honor Board members:

- Confidentiality
- Conflict management
- Refer members to support services
- Collaborative problem solving
- Relationship building
- Communicate sensitive topics/information
- Meeting minute taking
- Logical reasoning
- Empathy

## Appendix C: Diversity, Equity & Inclusion (DEI) Committee

This document was created to provide your chapter with best practices around creating a Diversity, Equity and Inclusion (DEI) Committee. Chapters are encouraged to form a DEI Committee at this time. Below are some best practices and resources you can utilize when putting one together.

### Members of the Committee

An all-member survey was sent on July 15-16, 2020 to gauge member interest in furthering the work of Delta Gamma's DEI initiatives. If members of your chapter indicated on that survey that they desired to be part of a chapter-level DEI Committee, it is encouraged that you begin there to establish committee membership. If your chapter did not have members identify this interest, however, it is still recommended that you form the committee utilizing the method below.

It is recommended that at least one member of the chapter management team (CMT) and Honor Board sit on this committee and that the applications be made available to all members and new members. The director of committees and president will review the submitted applications and determine committee membership. If yours is a new chapter without a CMT, your chapter's CDCs will review applications and determine committee membership. Once members are determined, the committee will vote during the first meeting on who will be the chair, and they will report to the chapter president monthly. The chair does not have to currently hold a CMT or director position. When thinking about who a good fit for this committee might be, please keep in mind the following:

- Time commitment of the committee
  - Does the potential member have time to participate in this committee?
- Diversity and variety of membership
  - Does this group represent a wide variety of membership identities, including, but not limited to: race, age, major, religion, sexual orientation, hometown, interests, etc.
- Passion
  - Is this member passionate about topics related to Diversity, Equity & Inclusion?
  - Is this member involved in other Diversity, Equity and Inclusion initiatives on your campus?

Please be mindful when building this committee that it is in no way the responsibility of members of color to participate in this committee or educate white sisters on the topics of diversity, equity and inclusion. If a member of color is passionate about this topic and wants to be involved, they are welcome to apply. However, it should not be an assumption that any/all members of color will want to participate in this committee.

Adviser: After the creation of this committee, the advisers will determine among the team which adviser will support this committee. Further advising information about this committee will be communicated through the advisory team chair (ATC) and they will need to share it with the selected adviser. It may not go to that individual directly.

## **Purpose of the Committee**

The DEI Committee will be tasked with exploring diversity, equity and inclusion through the lens of your chapter and campus community. It will be up to the committee to determine specific goals, but it should always be keeping in mind the following standards set forth by the Fraternity:

Delta Gamma is committed to creating an inclusive environment for all members. Racism and discrimination have no place in our sisterhood. As a predominately white organization, we must recognize the role we have played in institutional racism. Drawing from Article II of the Fraternity Constitution and Delta Gamma's Positional Statement on Inclusivity, members are honor bound to uphold the high ideals of sisterhood throughout all aspects of life. As a reminder, both are listed below:

The Delta Gamma Constitution, Article II states:

The objects of the Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character.

Positional Statement on Inclusivity

Delta Gamma Fraternity is committed to cultivating an inclusive and equitable environment and experience for our members, potential new members and communities. In our membership selection processes and in the life-long membership experience, Delta Gamma Fraternity and its members do not discriminate on the basis of race, ethnicity, religious affiliation, color, creed, national origin, sexual orientation, marital status, physical disability or other protected identities. Membership is open to all individuals who identify as women and who have a sincere desire to uphold our shared values, as outlined in Article II. We resolve to eliminate inequities and address behaviors that do not align with our values.

## **Goals of the Committee**

Before any work can be done at a chapter level, it is crucial that each member be engaging in the individual work and education necessary to unpack their own contributions to systems of oppression. Education is ongoing and personal and in order to create real and lasting impact, it is important that each member buys in and is committed to doing the work. It could be tempting for this new committee to want to jump right to acting, disrupting and creating change in your chapter and community, but the first step toward that must be education. It is recommended that the DEI Committee focus on having the chapter

members examine their own contributions to these issues by engaging in education around DEI topics.

Below are recommended goals for the first year that the DEI Committee meets:

- Providing education to the chapter around DEI topics (try checking out “Resources by Topic” in the [Delta Gamma Inclusion webpage](#)). Here are some basic concepts and topics that are a good place to start (make sure that you are pulling from reputable, scholarly sources):
  - Racism and race in North America; anti-racism
  - Cultural appropriation
  - Implicit bias
  - Intersectionality
  - Performative allyship vs. authentic allyship
  - Microaggressions
  - Restorative justice
  - Whiteness; white fragility
- Creating programming, or utilizing already-existing campus programming, around DEI
  - Not sure where to start? Check the [Campus Resource Worksheet](#)
- Work with the director of [DG Dialogues](#) to facilitate a program focused on DEI
  - Social Identities 101
  - The Importance of Language
  - Social Justice Issues: Race and Ethnicity
- Utilize the resources on Delta Gamma’s DEI webpage:
  - Watch one of Delta Gamma’s webinars and facilitate a discussion with the chapter
    - [Sisters, Let’s Discuss White Privilege](#)
    - [The Impact of Microaggressions](#)
    - [Exploring Implicit Bias](#)
    - [Social Class](#)
- Reviewing chapter actions and events through the lens of DEI

This committee can meet at whatever frequency is determined best by the members, but it is recommended to meet at least once per month.

## Resources

- [Delta Gamma's Inclusion webpage](#)
- [NPC Diversity Equity Inclusion](#)

If your chapter needs additional support in furthering education and DEI initiatives within your chapter, do not hesitate to contact your regional team or Executive Offices staff at [equityandinclusion@deltagamma.org](mailto:equityandinclusion@deltagamma.org).