



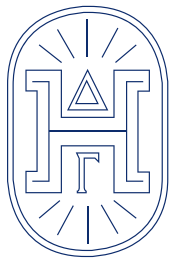
# Volunteer Position Description Handbook

FRATERNITY & FOUNDATION

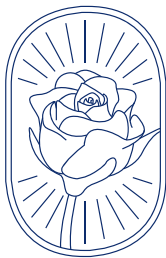
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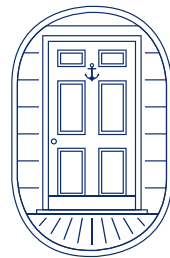




FRATERNITY



FOUNDATION



HOUSING

Learn more about the various volunteer positions in which alumnae can serve. The volunteer roles described here span from the local level, and up to the Fraternity-wide and Foundation-wide positions that alumnae can hold.

Edited under the direction  
of the Fraternity Council &  
Foundation Board of Trustees

Delta Gamma Executive Offices  
3250 Riverside Drive  
Columbus, OH 43221



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## Council

### Fraternity President

**Position Summary:** This position will be a dues-paying alumna member serving as an elected Member of the Board of the Delta Gamma Fraternity. They will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Council are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development and oversight of the operations, and in conformity with the Fraternity Constitution.

#### Key Relationships

- Council, Cabinet and Leadership
- Executive Offices
- Foundation Board of Trustees
- Fraternity Housing Corporation (FHC)
- Fraternity Management Corporation (FMC)
- Employment Committee
- Fraternity Finance Committee
- Joint Fraternity/Foundation Finance Committee
- National Panhellenic Conference (NPC)

#### Other Interactions

- General Membership
- Board of Advisers
- Public

#### Expectations and Responsibilities

Fraternity/FHC/FMC/Foundation

- Chair the Fraternity Council.
- Serve as a member of the Foundation Board of Trustees, Fraternity Housing Corporation and the Fraternity Management Corporation.
- Serve on the Employment Committee, Fraternity Finance Committee and the joint Foundation/Fraternity Finance Committee.
- Serve as the Fraternity representative to the NPC Council of Delegates.
- As of The Leadership Collective 2019, assume the title of National Panhellenic Delegate.
- Serve as a resource to Executive Offices.
- Review monthly financial statements prepared by the Fraternity Accountant.

#### Volunteer

- Guide, encourage and support Cabinet volunteers' work as necessary.
- Review Cabinet level volunteers' training and development as necessary and serve as a resource for those volunteers.
- Engage in year-end volunteer development assessments with volunteers reporting to this position, and to in turn be assessed by those volunteers.

#### Council

- Uphold the Fraternity and Foundation Constitutions as a member of Council and the Foundation Board of Trustees.
- Attend Council meetings; to report regularly any concerns in their focus area.
- Initiate and maintain contact with Council, Cabinet and Executive Offices as it relates to the office; to approve appropriate materials in their focus area for distribution.
- Fulfill any and all duties assigned by Council.

Revised 01/2019



## Council Trustee: Collegians

**Position Summary:** This position will be a dues-paying alumna member serving as an elected Member of the Board of the Delta Gamma Fraternity. They will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Council are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development and oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council and Cabinet
- Executive Offices
- Collegiate Committee

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Chair the Collegiate Committee.
- Serve as a resource to Executive Offices.
- Review monthly financial statements prepared by the Fraternity Accountant.

#### Volunteer

- Guide, encourage and support Cabinet volunteers' work as necessary.
- Review Cabinet level volunteers' training and development as necessary, and serve as a resource for those volunteers.
- Engage in year-end volunteer development assessments with volunteers reporting to this position, and to in turn be assessed by those volunteers.

#### Council

- Uphold the Constitution as a member of Council.
- Attend Council meetings; to report regularly any concerns in their focus area.
- Initiate and maintain contact with Council, Cabinet and Executive Offices as it relates to the office; to approve appropriate materials in their focus area for distribution.
- Fulfill any and all duties assigned by Council.

Revised 04/2016



## Council Trustee: Alumnae

**Position Summary:** This position will be a dues-paying alumna member serving as an elected Member of the Board of the Delta Gamma Fraternity. They will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Council are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development and oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council and Cabinet
- Executive Offices
- Alumnae Awards Committee

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Serve as a member of the Alumnae Awards Committee.
- Serve as a resource to Executive Offices.
- Review monthly financial statements prepared by the Fraternity Accountant.

#### Volunteer

- Guide, encourage and support Cabinet volunteers' work as necessary.
- Review Cabinet level volunteers' training and development as necessary, and serve as a resource for those volunteers.
- Engage in year-end volunteer development assessments with volunteers reporting to this position, and to in turn be assessed by those volunteers.

#### Council

- Uphold the Constitution as a member of Council.
- Attend Council meetings; to report regularly any concerns in their focus area.
- Initiate and maintain contact with Council, Cabinet and Executive Offices as it relates to the office; to approve appropriate materials in their focus area for distribution.
- Fulfill any and all duties assigned by Council.

Revised 04/2016



## Council Trustee: Fraternity Programming

**Position Summary:** This position will be a dues-paying alumna member serving as an elected Member of the Board of the Delta Gamma Fraternity. They will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Council are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development and oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council and Cabinet
- Executive Offices
- Alumnae Awards Committee
- Foundation Board of Trustees
- Collegiate Committee

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Serve as a member of the Foundation Board of Trustees.
- Serve as a member of the Alumnae Awards Committee, Collegiate Committee and the Program Development Committee.
- Serve as a resource to Executive Offices.
- Review monthly financial statements prepared by the Fraternity Accountant.

#### Volunteer

- Guide, encourage and support Cabinet volunteers' work as necessary.
- Review Cabinet level volunteers' training and development as necessary, and serve as a resource for those volunteers.
- Engage in year-end volunteer development assessments with volunteers reporting to this position, and to in turn be assessed by those volunteers.

#### Council

- Uphold the Fraternity and Foundation Constitutions as a member of Council and the Foundation Board of Trustees.
- Attend Council meetings; to report regularly any concerns in their focus area.
- Initiate and maintain contact with Council, Cabinet and Executive Offices as it relates to the office; to approve appropriate materials in their focus area for distribution.
- Fulfill any and all duties assigned by Council.

Revised 04/2016



## Council Trustee: Membership

**Position Summary:** This position will be a dues-paying alumna member serving as an elected Member of the Board of the Delta Gamma Fraternity. They will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Council are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development and oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council and Cabinet
- Executive Offices
- Collegiate Committee
- Development Committee

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Serve as a member of the Collegiate Committee and the Development Committee.
- Serve as a resource to Executive Offices.
- Review monthly financial statements prepared by the Fraternity Accountant.

#### Volunteer

- Guide, encourage and support Cabinet volunteers' work as necessary.
- Review Cabinet level volunteers' training and development as necessary, and serve as a resource for those volunteers.
- Engage in year-end volunteer development assessments with volunteers reporting to this position, and to in turn be assessed by those volunteers.

#### Council

- Uphold the Constitution as a member of Council.
- Attend Council meetings; to report regularly any concerns in their focus area.
- Initiate and maintain contact with Council, Cabinet and Executive Offices as it relates to the office; to approve appropriate materials in their focus area for distribution.
- Fulfill any and all duties assigned by Council.

Revised 04/2016



## Treasurer

**Position Summary:** This position will be a dues-paying alumna member serving as an elected Member of the Board of the Delta Gamma Fraternity. They will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Council are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development and oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council and Cabinet
- Executive Offices
- Foundation Board of Trustees
- Fraternity Housing Corporation (FHC)
- Fraternity Management Corporation (FMC)
- Employment Committee
- Collegiate Committee
- Fraternity Finance Committee
- Joint Fraternity/Foundation Finance Committee
- Credentials Committee

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity/FHC/FMC/Foundation

- Serve as a member of the Foundation Board of Trustees, Fraternity Housing Corporation and the Fraternity Management Corporation.
- Serve on the Employment Committee, Collegiate Committee, Foundation Finance Committee and the joint Foundation/Fraternity Finance Committee.
- Chair the Fraternity Finance Committee and Credentials Committee.
- Serve as a resource to Executive Offices.
- Review monthly financial statements prepared by the Fraternity Accountant.

#### Volunteer

- Guide, encourage and support Cabinet volunteers' work as necessary.
- Review Cabinet level volunteers' training and development as necessary, and serve as a resource for those volunteers.
- Engage in year-end volunteer development assessments with volunteers reporting to this position, and to in turn be assessed by those volunteers.

#### Council

- Uphold the Fraternity and Foundation Constitutions as a member of Council and the Foundation Board of Trustees, and to uphold the Code of Regulations of the Fraternity Housing Corporation and Fraternity Management Corporation as a Member.
- Attend Council meetings; to report regularly any concerns in their focus area.
- Initiate and maintain contact with Council, Cabinet and Executive Offices as it relates to the office; to approve appropriate materials in their focus area for distribution.
- Fulfill any and all duties assigned by Council.

Revised 04/2016



## Council Trustee: Communications

**Position Summary:** This position will be a dues-paying alumna member serving as an elected Member of the Board of the Delta Gamma Fraternity. They will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Council are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development and oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council and Cabinet
- Executive Offices
- Archives Committee

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Serve as a member of the Archives Committee.
- Serve as a resource to Executive Offices.
- Review monthly financial statements prepared by the Fraternity Accountant.

#### Volunteer

- Guide, encourage and support Cabinet volunteers' work as necessary.
- Review Cabinet level volunteers' training and development as necessary, and serve as a resource for those volunteers.
- Engage in year-end volunteer development assessments with volunteers reporting to this position, and to in turn be assessed by those volunteers.

#### Council

- Uphold the Constitution as a member of Council.
- Attend Council meetings; to report regularly any concerns in their focus area.
- Initiate and maintain contact with Council, Cabinet and Executive Offices as it relates to the office; to approve appropriate materials in their focus area for distribution.
- Fulfill any and all duties assigned by Council.

Revised 04/2016



## Board of Trustees

### Chair

A Trustee must be a current per capita dues-paying Delta Gamma alumna with knowledge of and a commitment to the Delta Gamma Foundation mission.

#### Functions

- Serve as a voting member of the Delta Gamma Foundation Board of Trustees, adhering to all the general responsibilities of the position: attendance at Board of Trustees' meetings (in person and conference calls), the Leadership Collective and Convention, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Chair all Delta Gamma Foundation Board of Trustees meetings.
- Chair the Foundation annual meeting of the Delta Gamma Foundation at Convention and the Leadership Collective.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

#### Expectations and Responsibilities

- **Trustees, Foundation Directors/Coordinators** – Participate in the identification, training and development of Foundation Leadership.
- **Governance Committee** – Participate in the appointment of five (5) members of Delta Gamma Fraternity to the Governance Committee and act as the liaison between the Board of Trustees and the Governance Committee.
- **Fraternity Nominating Committee** – Send names and contact information of potential Foundation and/or Fraternity officers, collegiate chapter advisers, house corporation board members and alumnae group officers to the Regional Nominating Committee Representative on a continuing basis.
- **Foundation Finance Committee** – Serves as a member of the Foundation Finance Committee and the Crisis Grants Committee.
- **Foundation annual meeting Minutes Review Committee** – Participate in the appointment of three (3) members of the Delta Gamma Foundation annual meeting minutes review committee.
- **Foundation Parliamentarian and Foundation Constitution Chairman** – Appoint eligible women to both positions.
- **Fundraising** – Provide guidance and leadership to the development activities and programs of the Foundation and assist with appeals to individuals and groups for Foundation financial support.
- **Officer Election** – Manage the nomination process and conduct election of officers of the Board of Trustees, as appropriate.
- **Trustee Appointment** – Manage the process for appointment of Delta Gamma alumnae members to the Board of Trustees when necessary.
- **Board of Trustees Meetings and Conference Calls** – Conduct at least two (2) meetings of the Board of Trustees annually. Prepare, submit, and review, agenda items and materials for meetings and conference calls of the Board of Trustees preside at Board of Trustees meetings and conference calls, and receive Board of Trustees meeting and conference call agendas, decisions, minutes and reports.
- **Leadership Events** – Direct and participate in the planning and implementation of Foundation programming at Convention, Officers Training Seminar, and other Delta Gamma events.
- **Publications** – Assist in writing *ANCHORA* articles and other Foundation related publications, as necessary.
- **Annual Reporting** – Manage the preparation and presentation of the Foundation Annual Impact Report and the State of the Foundation.
- **Officer Reports** – File annual reports and review all reports submitted by Trustees, Foundation Directors/Coordinators, and Foundation Executive Director.



- **Correspondence** – Send letters of welcome to new Trustees and letters of appreciation to retiring Foundation Trustees and Leadership at the end of their terms in office. Prepare correspondence and respond to inquiries.
- **Foundation Representation** – Represent the Foundation and submit reports, as necessary.
- **Voting** – Participate in the vote of approval of merit-based undergraduate scholarship and graduate fellowship recipients, Service for Sight grants to national organizations sharing Delta Gamma's philanthropic mission, the Foundation's annual budget, and such other business as may come before the Board.
- **Donor** – Support the Foundation within one's ability.
- **Development** – Develop relationships with donors.
- **Other** – Maintain files, record of term in office, record of expenses and copies of correspondence, and provide transition for their successor.

#### **Relationships**

- **Board of Trustees** – Serve as a member of the Board of Trustees with equal rights and responsibilities.
- **Board of Trustees, Council, Leadership, Foundation Governance Committee** – Work cooperatively with and serve as a resource to members of the Board of Trustees, Fraternity Council, Leadership and the Foundation Governance Committee
- **Executive Offices Staff** – Coordinate and direct the work of the Foundation Executive Director and their staff, and act as a resource to the Executive Offices staff, and evaluate the job performance of the Foundation Executive Director.
- **Individual Members and Organized Chapters/Groups** – Inspire and advise Delta Gamma groups and members to support the Delta Gamma Foundation mission through service and through donations to the Loyalty Fund, Scholarship & Fellowship, Service for Sight, Endowment, and other Foundation funds.



## Treasurer

A Trustee must be a current per capita dues-paying Delta Gamma alumna with knowledge of and a commitment to the Delta Gamma Foundation mission.

### Functions

- Serve as a voting member of the Delta Gamma Foundation Board of Trustees, adhering to all the general responsibilities of the position: attendance at Board of Trustees' meetings (in person and conference calls), The Leadership Collective and Convention, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Serve as the Corporate Treasurer of the Delta Gamma Foundation.
- Chair the Delta Gamma Foundation Finance Committee, the Investment Committee, and the Joint Finance Committee with the Delta Gamma Fraternity.
- Serve as a member of the Crisis Grants Committee.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

### Expectations and Responsibilities

- **Foundation Finance Committee** – Conduct at least two (2) meetings of the Foundation Finance Committee Chair annually.
- **Board of Trustees** – Prepare and present agenda materials for the Board of Trustees, including reports and recommendations.
- **Fiduciary Responsibilities** – Review monthly financial statements prepared by the Foundation Director of Finance; review investments consistent with the Delta Gamma investment practices; assist in the preparation and review of the Foundation budget.
- **Fundraising** – Provide guidance and leadership to the development activities and programs of the Foundation and assist with appeals to individuals and groups for Foundation financial support.
- **Trustees, Foundation Directors/Coordinators** – Participate in the identification, training and development of Foundation leadership.
- **Governance Committee** – Participate in the appointment of five (5) members of Delta Gamma Fraternity to the Governance Committee.
- **Fraternity Nominating Committee** – Send names and contact information of potential Fraternity and/or Foundation officers, collegiate chapter advisers, house corporation board members and alumnae group officers to the Regional Nominating Committee Representative on a continuing basis.
- **Officer Election** – Elect officers of the Board of Trustees
- **Trustee Appointment** – Appoint members to the Board of Trustees when necessary.
- **Board of Trustees Meetings and Conference Calls** – Attend Board of Trustees meetings and submit, receive, and review Board of Trustees meeting agendas, decisions, minutes and reports.
- **Publications** – Assist in writing *ANCHORA* articles and other Foundation related publications, as assigned.
- **Reports** – Provide information necessary for the preparation of the Foundation Annual Impact Report and the State of the Foundation.
- **Correspondence** – Prepare correspondence and respond to inquiries.
- **Foundation Representation** – Represent the Foundation and submit reports when assigned.
- **Voting** – Participate in the vote of approval of merit-based undergraduate scholarship and graduate fellowship recipients, Service for Sight grants to national organizations sharing Delta Gamma's philanthropic mission, the Foundation's annual budget, and such other business as may come before the Board.
- **Donor** – Support the Foundation within one's ability.
- **Development** – Develop relationships with donors.
- **Other** – Maintain files, record of term in office, record of expenses, and copies of correspondence; and provide transition for their successor.



## Relationships

- **Board of Trustees** – Serve as a member of the Board of Trustees with equal rights and responsibilities.
- **Board of Trustees, Council, Leadership, Foundation Governance Committee** – Work cooperatively with and serve as a resource to members of the Board of Trustees, Fraternity Council, Leadership, and the Foundation Governance Committee regarding finances.
- **Executive Offices Staff** – Coordinate and direct the work of the Foundation Director of Finance and Foundation professional staff, and act as a resource to the Executive Offices staff.
- **Individual Members and Organized Chapters/Groups** – Inspire and advise Delta Gamma groups and members to support the Delta Gamma Foundation mission through service and through donations to the Loyalty Fund, Scholarship & Fellowship, Service for Sight, Endowment, and other Foundation funds.



## Secretary

A Trustee must be a current per capita dues-paying Delta Gamma alumna with knowledge of and a commitment to the Delta Gamma Foundation mission.

### Functions

- Serve as a voting member of the Delta Gamma Foundation Board of Trustees, adhering to all the general responsibilities of the position: attendance at Board of Trustees' meetings (in person and conference calls), the Leadership Collective and Convention, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Serve as the Corporate Secretary of the Delta Gamma Foundation.
- Serve as a voting member of the Delta Gamma Foundation Awards and Recognition Committee in selecting individuals and groups receiving Delta Gamma Foundation awards.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

### Responsibilities and Expectations

- **Record** – Serve as Secretary, recording, filing, and maintaining the official corporate minutes of the Delta Gamma Foundation and the Delta Gamma Foundation Board of Trustees.
- **Voting** – Collect and record votes of the Board of Trustees, as appropriate; participate in the vote of approval of merit-based scholarship and graduate fellowship recipients, Service for Sight grants to national organizations sharing Delta Gamma's philanthropic mission, the Foundation's annual budget, and such other business as may come before the Board.
- **Foundation annual meeting Minutes Review Committee** – Coordinate the appointment and management of three (3) members of the Delta Gamma Foundation annual meeting minutes review committee.
- **Trustees, Foundation Directors/Coordinators** – Participate in the identification, training and development of Foundation leadership.
- **Governance Committee** – Participate in the appointment of five (5) members of Delta Gamma Fraternity to the Governance Committee.
- **Fraternity Nominating Committee** – Send names and contact information of potential Fraternity and/or Foundation officers, collegiate chapter advisers, house corporation board members and alumnae group officers to the Regional Nominating Committee Representative on a continuing basis.
- **Committee Chair** – Serve as assigned by the Board of Trustees.
- **Officer Election** – Elect officers of the Board of Trustees.
- **Trustee Appointment** – Appoint members to the Board of Trustees when necessary.
- **Board of Trustees Meetings and Conference Calls** – Attend Board of Trustees meetings and submit, receive, and review Board of Trustees meeting agendas, decisions, minutes and reports.
- **Publications** – Assist in writing *ANCHORA* articles and other Foundation related publications, as assigned.
- **Reports** – Provide information necessary for the preparation of the Foundation Annual Impact Report and the State of the Foundation.
- **Correspondence** – Prepare correspondence and respond to inquiries.
- **Foundation Representation** – Represent the Foundation and submit reports when assigned.
- **Donor** – Support the Foundation within one's ability.
- **Development** – Develop relationships with donors.
- **Other** – Maintain files, record of term in office, record of expenses, and copies of correspondence; and provide transition for their successor.



## **Relationships**

- **Board of Trustees** – Serve as a member of the Board of Trustees with equal rights and responsibilities.
- **Board of Trustees, Council, Leadership** – Work cooperatively with and serve as a resource to members of the Board of Trustees, Fraternity Council and Leadership.
- **Executive Offices Staff** – Serve as a resource to the Executive Offices staff.
- **Individual Members and Organized Chapters/Groups** – Inspire and advise Delta Gamma groups and members to support the Delta Gamma Foundation mission through service and through donations to the Loyalty Fund, Scholarship & Fellowship, Service for Sight, Endowment, and other Foundation funds.



## Member-at-Large 1

A Trustee must be a current per capita dues-paying Delta Gamma alumna with knowledge of and a commitment to the Delta Gamma Foundation mission.

### Functions

- Serve as a voting member of the Delta Gamma Foundation Board of Trustees, adhering to all the general responsibilities of the position: attendance at Board of Trustees' meetings (in person and conference calls), the Leadership Collective and Convention, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and maintaining fiscal responsibility.
- Advise Delta Gamma members, groups and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

### Responsibilities and Expectations

- **Trustees, Foundation Directors/Coordinators** – Participate in the identification, training and development of Foundation leadership.
- **Governance Committee** – Participate in the appointment of five (5) members of Delta Gamma Fraternity to the Governance Committee.
- **Fraternity Nominating Committee** – Send names and contact information of potential Fraternity and/or Foundation officers, collegiate chapter advisers, house corporation board members and alumnae group officers to the Regional Nominating Committee Representative on a continuing basis.
- **Committee Chair** – Serve as assigned by the Board of Trustees
- **Officer Election** – Elect officers of the Board of Trustees
- **Trustee Appointment** – Appoint members to the Board of Trustees when necessary.
- **Board of Trustees Meetings and Conference Calls** – Attend Board of Trustees meetings and submit, receive, and review Board of Trustees meeting agendas, decisions, minutes and reports.
- **Publications** – Assist in writing *ANCHORA* articles and other publications, as assigned.
- **Reports** – Provide information necessary for the preparation of the Foundation Annual Impact Report and the State of the Foundation.
- **Correspondence** – Prepare correspondence and respond to inquiries.
- **Foundation Representation** – Represent the Foundation and submit reports when assigned.
- **Voting** – Participate in the vote of approval of merit-based undergraduate scholarship and graduate fellowship recipients, Service for Sight grants to national organizations sharing Delta Gamma's philanthropic mission, the Foundation's annual budget, and other business as may come before the Board.
- **Donor** – Support the Foundation within one's ability.
- **Development** – Develop relationships with donors.
- **Other** – Maintain files, record of term in office, record of expenses, and copies of correspondence; and provide transition for their successor.

### Relationships

- **Board of Trustees** – Serve as a member of the Board of Trustees with equal rights and responsibilities.
- **Board of Trustees, Council, Leadership** – Work cooperatively with and serve as a resource to members of the Board of Trustees, Fraternity Council and Leadership.
- **Executive Offices Staff** – Serve as a resource to the Executive Offices staff.
- **Individual Members and Organized Chapters/Groups** – Inspire and advise Delta Gamma groups and members to support the Delta Gamma Foundation mission through service and through donations to the Loyalty Fund, Scholarship & Fellowship, Service for Sight, Endowment, and other Foundation funds.



## Member-at-Large 2

A Trustee must be a current per capita dues-paying Delta Gamma alumna with knowledge of and a commitment to the Delta Gamma Foundation mission.

### Functions

- Serve as a voting member of the Delta Gamma Foundation Board of Trustees, adhering to all the general responsibilities of the position: attendance at Board of Trustees' meetings (in person and conference calls), the Leadership Collective and Convention, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

### Responsibilities and Expectations

- **Trustees, Foundation Directors/Coordinators** – Participate in the identification, training and development of Foundation leadership.
- **Governance Committee** – Participate in the appointment of five (5) members of Delta Gamma Fraternity to the Governance Committee.
- **Fraternity Nominating Committee** – Send names and contact information of potential Fraternity and/or Foundation officers, collegiate chapter advisers, house corporation board members and alumnae group officers to the Regional Nominating Committee Representative on a continuing basis.
- **Committee Chair** – Serve as assigned by the Board of Trustees.
- **Officer Election** – Elect officers of the Board of Trustees.
- **Trustee Appointment** – Appoint members to the Board of Trustees when necessary.
- **Board of Trustees Meetings and Conference Calls** – Attend Board of Trustees meetings and submit, receive, and review Board of Trustees meeting agendas, decisions, minutes and reports.
- **Publications** – Assist in writing *ANCHORA* articles and other publications, as assigned.
- **Reports** – Provide information necessary for the preparation of the Foundation Annual Impact Report and the State of the Foundation.
- **Correspondence** – Prepare correspondence and respond to inquiries.
- **Foundation Representation** – Represent the Foundation and submit reports when assigned.
- **Voting** – Participate in the vote of approval of merit-based undergraduate scholarship and graduate fellowship recipients, Service for Sight grants to national organizations sharing Delta Gamma's philanthropic mission, the Foundation's annual budget, and other business as may come before the Board.
- **Donor** – Support the Foundation within one's ability.
- **Development** – Develop relationships with donors.
- **Other** – Maintain files, record of term in office, record of expenses and copies of correspondence; and provide transition for their successor.

### Relationships

- **Board of Trustees** – Serve as a member of the Board of Trustees with equal rights and responsibilities.
- **Board of Trustees, Council, Leadership** – Work cooperatively with and serve as a resource to members of the Board of Trustees, Fraternity Council and Leadership.
- **Executive Offices Staff** – Serve as a resource to the Executive Offices staff.
- **Individual Members and Organized Chapters/Groups** – Inspire and advise Delta Gamma groups and members to support the Delta Gamma Foundation mission through service and through donations to the Loyalty Fund, Scholarship & Fellowship, Service for Sight, Endowment, and other Foundation funds.



## Member-at-Large 3

A Trustee must be a current per capita dues-paying Delta Gamma alumna with knowledge of and a commitment to the Delta Gamma Foundation mission.

### Functions

- Serve as a voting member of the Delta Gamma Foundation Board of Trustees, adhering to all the general responsibilities of the position: attendance at Board of Trustees' meetings (in person and conference calls), the Leadership Collective and Convention, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

### Responsibilities and Expectations

- **Trustees, Foundation Directors/Coordinators** – Participate in the identification, training and development of Foundation leadership.
- **Governance Committee** – Participate in the appointment of five (5) members of Delta Gamma Fraternity to the Governance Committee.
- **Fraternity Nominating Committee** – Send names and contact information of potential Fraternity and/or Foundation officers, collegiate chapter advisers, house corporation board members and alumnae group officers to the Regional Nominating Committee Representative on a continuing basis.
- **Committee Chair** – Serve as assigned by the Board of Trustees.
- **Officer Election** – Elect officers of the Board of Trustees.
- **Trustee Appointment** – Appoint members to the Board of Trustees when necessary.
- **Board of Trustees Meetings and Conference Calls** – Attend Board of Trustees meetings and submit, and review receive Board of Trustees meeting agendas, decisions, minutes and reports.
- **Publications** – Assist in writing *ANCHORA* articles and other publications, as assigned.
- **Reports** – Provide information necessary for the preparation of the Foundation Annual Impact Report and the State of the Foundation.
- **Correspondence** – Prepare correspondence and respond to inquiries.
- **Foundation Representation** – Represent the Foundation and submit reports when assigned.
- **Voting** – Participate in the vote of approval of merit-based undergraduate scholarship and graduate fellowship recipients, Service for Sight grants to national organizations sharing Delta Gamma's philanthropic mission, the Foundation's annual budget, and other business as may come before the Board.
- **Donor** – Support the Foundation within one's ability.
- **Development** – Develop relationships with donors.
- **Other** – Maintain files, record of term in office, record of expenses, and copies of correspondence; and provide transition for their successor.

### Relationships

- **Board of Trustees** – Serve as a member of the Board of Trustees with equal rights and responsibilities.
- **Board of Trustees, Council, Leadership** – Work cooperatively with and serve as a resource to members of the Board of Trustees, Fraternity Council and Leadership.
- **Executive Offices Staff** – Serve as a resource to the Executive Offices staff.
- **Individual Members and Organized Chapters/Groups** – Inspire and advise Delta Gamma groups and members to support the Delta Gamma Foundation mission through service and through donations to the Loyalty Fund, Scholarship & Fellowship, Service for Sight, Endowment, and other Foundation funds.



# Fraternity Directors

## Director: Alumnae Development

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships:

- Council Trustee: Alumnae
- Council and Leadership
- Executive Offices
- Regional Teams
- Regional Alumnae Specialists
- Alumnae Development Specialists
- Development Committee

### Other Interactions:

- General Membership
- Public

### Expectations and Responsibilities:

#### Fraternity

- Responsible for alumnae expansion and revitalization, including alumnae development resources.
- Oversee, manage and train Alumnae Development Consultants.
- Assists with Alumna Initiate Program and alumnae chapter review.
- Work with Director: Alumnae Operations to review and recommend action in Alumnae Review Process.
- Evaluate and prioritize alumnae expansion and revitalization needs and assign Alumnae Development Consultants accordingly.
- Develop and provide materials and training for Regional Alumnae Specialists and Alumnae Development Consultants.

#### Volunteer

- Serve as a resource for communication from Council Trustee: Alumnae to Regional Alumnae Specialists and Alumnae Development Consultants and communicate with Regional Directors regarding Alumnae Development Consultant assignments.
- Assist Council Trustee: Alumnae in creating, planning and/or implementing presentations at Fraternity Seminars.
- Travel as Council Trustee: Alumnae feels necessary with a minimum of one trip per year to participate in at least one extension, revitalization or alumnae training day.



#### Council/Leadership/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and alumnae members on alumnae development.
- Serve as a liaison to Council for alumnae development issues.
- Serve as a resource to Executive Offices and Regional Teams.
- Reports to Council Trustee: Alumnae.
- Engage in year-end volunteer development assessment by Council Trustee: Alumnae.
- Prepare Council reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by Council.

Revised 06/2018



## Director: Alumnae Engagement

(Formerly Director: Lifetime Engagement))

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Alumnae
- Council Trustee: Fraternity Programming
- Council and Leadership
- Executive Offices
- Regional teams

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Responsible for development and maintenance of lifetime membership programs.
- Monitor and evaluate alumnae programming.
- Provide programming resources to alumnae groups.
- Work with Director: Alumnae Operations and Director: Alumnae Development to review and recommend action in Alumnae Review Process.
- Monitor alumnae initiate process in regions and oversee communication and fulfillment of education by Regional Alumnae Specialists.
- Oversee alumnae reconnect projects to keep members engaged.
- Develop, in conjunction with Director: Programming, collegiate programming for graduating seniors intended to bridge collegiate membership to alumnae membership.

#### Volunteer

- Serve as a resource for communication from Council Trustee: Alumnae to Regional Alumnae Specialists and Alumnae Development Consultants.
- Assist Council Trustee: Alumnae in creating, planning and/or implementing presentations at Fraternity Seminars.

#### Council/Leadership/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and alumnae members on lifetime membership programs.
- Serve as a liaison to Council for lifetime engagement issues.
- Serve as a resource to Executive Offices and Regional Teams.
- Reports to Council Trustee: Alumnae.
- Engage in year-end volunteer development assessment by Council Trustee: Alumnae.
- Prepare Council reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by Council.

Revised 02/2022



## Director: Alumnae Operations

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Alumnae
- Council Trustee: Fraternity Programming
- Council and Leadership
- Executive Offices
- Regional teams

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Recognize and identify trends regarding alumnae group operations and assessment and report such trends to Council Trustee: Alumnae.
- Responsible for development and maintenance of alumnae operational resources, including but not limited to, bylaws, Fraternity Standards for Alumnae Groups, Alumnae Officers Manual, etc.
- Serve as a resource to volunteers on technology platform vendors as they pertain to alumnae group operations.
- Evaluate Alumnae Training Days and develop training tools, resources and presentations.
- Act as the lead/facilitator to review and recommend action in Alumnae Accountability Review Process.
- Facilitate the Alumnae Group Evaluation process and lead the AGE review discussion at Winter Directors Meeting.
- Serve as a resource to alumnae groups and alumnae team volunteers for group mergers, disbandments and changes to association or chapter status.
- Coordinate and develop educational materials for Council, regional teams, Cabinet, staff, chapters and advisers regarding alumnae group operations and assessment.

#### Volunteer

- Serve as a resource for communication from Council Trustee: Alumnae to Regional Alumnae Specialists and Alumnae Development Consultants.
- Assist Council Trustee: Alumnae in creating, planning and/or implementing presentations at Fraternity Seminars.

#### Council/Leadership/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and alumnae members on alumnae operations.
- Serve as a liaison to Council for alumnae group operations/issues.
- Serve as a resource to Executive Offices and Regional Teams.
- Reports to Council Trustee: Alumnae.
- Engage in year-end volunteer development assessment by Council Trustee: Alumnae.
- Prepare Council reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by Council.



## Director: Awards

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, and an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Responsibilities

- Council Trustee: Communications
- Council and Leadership
- Executive Offices
- Regional Teams
- Awards Committee

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Annually update, plan, process and facilitate applications for the Patricia Peterson Danielson Award, Fraternity Individual Alumnae Awards (Cable, Loyalty, Anchor, Shield, Oxford, Rose) and Individual Foundation Awards, and manage volunteer judging process.
- Provide Regional Directors with established regional awards in each Convention year to assure uniformity and consistency, and coordinate with Executive Offices staff to ensure recognition facilitation.
- Promote relevant, ongoing recognition programs for collegiate chapters, alumnae groups and Fraternity volunteers.
- Compose and submit articles promoting the Fraternity Individual Alumnae Awards, collegiate awards, professional awards and Convention awards programs for publication in Fraternity platforms.
- Propose new awards and award policies to Council.
- Coordinate presentation of the awards and recognition at Convention with the Council Trustee: Communications and staff.
- Update, plan, process and facilitate applications for alumnae and collegiate chapter Convention awards.
- Coordinate and consult with Council and Cabinet in selecting alumnae and collegiate Convention award recipients for presentation to Council for final approval.
- Receive and evaluate collegiate and alumnae reports that include information necessary to make award decisions.
- Annually appoint and chair an Awards Committee of alumnae to review all Fraternity Individual Alumnae Award applications for alumnae awards, make recommendations of worthy award recipients to Council and other work relating to the Fraternity awards program.

#### Volunteer

- Communicate regularly with collegiate chapters and alumnae groups about individual Fraternity awards and encourage them to nominate qualified women.

#### Council/Leadership/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and alumnae members on awards.
- Serve as a liaison to Council for awards.
- Serve as a resource to Executive Offices and Regional Teams.
- Reports to Council Trustee: Communications.
- Engage in year-end volunteer development assessment by Council Trustee: Communications.
- Prepare Council reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by Council.



## Director: Belonging, Equity, Inclusion and Diversity (BEID)

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. The Director will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. The Director will travel in an official capacity on behalf of the Fraternity as requested. The Director will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Fraternity Programming
- Fraternity President
- Council and Leadership
- Executive Offices
- Regional teams

### Other Interactions

- General Membership
- Public
- Collegiate Directors of Belonging, Equity, Inclusion & Diversity

### Expectations and Responsibilities

#### Fraternity

- Collaborate with Council Trustee: Programming and all relevant members of Council and Leadership on advancing BEID within our sisterhood, including with alumnae and collegians.
- Maintain a dashboard of key BEID progress by both volunteers and staff.
- Serve as a resource to chapter BEID officers and advisers as needed.
- Chair the Belonging, Equity, Inclusion, and Diversity Advisory Commission (shadow current chair upon appointment, taking over chair responsibilities for the 2023-2024 commission) and serve as a liaison to Council via Council Trustee: Fraternity Programming.
- Collaborate and monitor with Executive Offices chapter education programs related to BEID.
- Give input annually to Executive Offices director of training, development, and member experience regarding the Defining Your Path rotational program.
- Work with Executive Offices staff to communicate with chapters regarding BEID efforts, expectations, and progress.
- Receive and review all collegiate reports and follow-up on items relating to BEID as directed by Council.
- Coordinate and develop educational materials for Council, Regional Teams, Cabinet, staff, chapters and advisers regarding BEID, and ensure all materials are accessible.

#### Volunteer

- Receive and act upon all questions and concerns from Regional Team members, Cabinet, alumnae and collegians about BEID.
- Support Regional Collegiate Specialists, Council Appointed Coordinators and New Chapter Coordinators in issues regarding BEID.
- Serve in the accountability processes as allowable in the process.

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of BEID.
- Serve as a liaison to Council for BEID matters.
- Serve as a resource to Executive Offices and Regional Teams.



- Reports to Council Trustee: Fraternity Programming and serves as a resource to all Council Trustees.
- Engage in year-end volunteer development assessment by Council Trustee: Fraternity Programming.
- Prepare Council reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by Council.

Proposed 07/2022



## Director: Chapter Advancement

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Collegians
- Council and Leadership
- Executive Offices
- Regional teams

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Working with Regional and Fraternity Directors, support Report to Council chapters in the following ways:
  - Develop meaningful status terms for Report to Council chapters.
  - Monitor and provide feedback on chapter status tracker.
  - Develop and chair a “critical care committee” of Fraternity Directors, regional team members and staff, which are unique to each chapter.
  - Hold monthly calls with chapter officers, advisers, regional team members and Fraternity Directors as appropriate.
- Serves on the Decision Group per the Chapter Incident Procedure and provide Fraternity-wide guidance on incident response.
- Recognize and identify trends regarding chapter operations and assessment and report such trends to Council Trustee: Collegians.
- Plan strategically for improvement and suggest programs for education and improvement.

#### Volunteer

- Receive and act upon all questions and concerns from regional team members, Leadership, alumnae and collegians about Report to Council Chapters.
- Coordinate with Director: Chapter Operations and regional teams on Report to Council status.
- Work with the Director: Chapter Development on the Chapter Development Experience.

#### Council/Leadership/Staff

- Work cooperatively with Council, regional teams, Cabinet, Leadership, Executive Offices staff and collegiate/alumnae members on matters related to Report to Council Chapters.
- Serve as a liaison to Council for chapter advancement and improvement issues.
- Serve as a resource to Executive Offices staff and regional teams.
- Reports to Council Trustee: Collegians.
- Engage in year-end volunteer development assessment by Council Trustee: Collegians.
- Prepare Council reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by Council.

Revised 09/2019



## Director: Chapter Development

(Formerly Director: Risk Management)

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Fraternity Programming
- Council Trustee: Collegians
- Council and Leadership
- Executive Offices
- Regional teams

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Recognize and identify trends regarding chapter development and report such trends to Council Trustee: Fraternity Programming.
- Develop communication and education resources in response to chapter and campus culture needs with emphasis on chapter development.
- Implement Chapter Incident Procedure (CIP) when necessary and track Regional Collegiate Specialist oversight of any campus incident to resolution in partnership with the Director: Chapter Operations and the collegiate development specialists at Executive Offices.
- Inform Council Trustee: Collegians of risk management violations that become known.
- Plan and monitor routine and crisis interventions as needed.
- Possess a full, in-depth knowledge of Honor Board to participate in crisis intervention.
- Give input annually to Executive Offices director of education and development regarding the Human Dignity Facilitator's Guide.
- Assist in development of Alcohol Policy Review Facilitators Guide and work with Executive Offices staff to communicate with chapters regarding crisis management and alcohol education.
- Collaborate and monitor with Executive Offices chapter education programs related to social responsibility and development of character within the membership.
- Correspond with chapter officers and advisers of chapters on status regarding their progress as they complete terms under Director: Chapter Development's supervision.
- Receive and review all collegiate reports and follow-up on items relating to chapter development as directed by Council.
- Coordinate and develop educational materials for Council, Regional Teams, Cabinet, staff, chapters and advisers regarding chapter development and advancement.

#### Volunteer

- Receive and act upon all questions and concerns from Regional Team members, Cabinet, alumnae and collegians about chapter development.
- Support Regional Collegiate Specialists, Council Appointed Coordinators and New Chapter Coordinators in issues regarding chapter development.



#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of chapter development.
- Serve as a liaison to Council for chapter development issues.
- Serve as a resource to Executive Offices and Regional Teams.
- Reports to Council Trustee: Fraternity Programming and serves as a resource to Council Trustee: Collegians.
- Engage in year-end volunteer development assessment by Council Trustee: Fraternity Programming.
- Prepare Council reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by Council.

Revised 10/2016



## Director: Chapter Operations

(Formerly Director: Chapter Development)

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Collegians
- Council and Leadership
- Executive Offices
- Regional teams

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Recognize and identify trends regarding chapter operations and assessment and report such trends to Council Trustee: Collegians.
- Plan strategically for improvement and suggest programs for education and improvement.
- Coordinate biannual chapter status review process and develop intervention status terms for chapters on Report to Council, Probation and Administrative statuses. Coordinate terms for New Chapter statuses as requested.
- Monitor status terms, coach action plans and communicate progress and benchmarks to chapters and Council.
- Approve Council Status list.
- Cooperatively with the Director: Awards, develop recognition for individuals and chapters with outstanding chapter management.
- Direct chapter assessment efforts and oversee understanding and effective use of data.
- Direct annual review/approval process of chapter bylaws and standing rules.
- Maintain model bylaws and standing rules and coordinate revisions with Collegiate Committee, recommending updates as needed.
- Direct annual slating/elections/transition process and maintain Changing of the Tides, providing intervention and education as needed.
- Oversee editing and updating of Collegiate Chapter Officers Manual.
- Receive and review all collegiate reports and follow-up on items relating to chapter operations as directed by Council.
- Coordinate and develop educational materials for Council, Regional Teams, Cabinet, staff, chapters and advisers regarding chapter operations and assessment.

#### Volunteer

- Receive and act upon all questions and concerns from Regional Team members, Cabinet, alumnae and collegians about chapter development.
- Support Regional Collegiate Specialists, Council Appointed Coordinators and New Chapter Coordinators in issues regarding chapter management and assessment.



#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of chapter operations and assessment.
- Serve as a liaison to Council for chapter development and assessment issues.
- Serve as a resource to Executive Offices and Regional Teams.
- Reports to Council Trustee: Collegians.
- Engage in year-end volunteer development assessment by Council Trustee: Collegians.
- Prepare Council reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by Council.

Revised 04/2017



## Director: Chapter Support

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Collegians
- Council and Leadership
- Executive Offices Staff
- Regional teams

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Chairs the Collegiate Advisory Board (CAB) selection process and serves as the CAB facilitator
- Serve on the Chapter Support Committee as part of the Chapter Investigation Process and help develop team members and outcomes for Anchoring and Article II visits
- Develop a rubric for which chapters should be placed on Support status, and a process for action planning to be used consistently across these chapters
- Works with Regional and Fraternity Directors to provide support for collegiate chapters on Support-Operations and Support-Compliance status in various ways, including:
  - Coordinating the efforts of Collegiate Appointed Specialists who will serve as the resource to Support-Operations and Support-Compliance chapters
  - Serving as the resource to some Support-Operations and Support-Compliance chapters
  - Collaboratively develop meaningful status terms for chapters on Support-Operations and Support-Compliance status.
- Hold calls with chapter officers, advisers, regional team members and Fraternity Directors as appropriate.
- Recognize and identify trends regarding chapter operations and assessment and report such trends to Council Trustee: Collegians.
- Plan strategically for improvement and suggest programs for education and improvement.

#### Volunteer

- Receive and act upon all questions and concerns from regional team members, Leadership, alumnae and collegians about Support-Operations and Support-Compliance Chapters.
- Coordinate with Director: Chapter Operations and regional teams on Support-Operations and Support-Compliance status terms.

#### Council/Leadership/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate members on Support-Operations and Support-Compliance status.
- Serve as a liaison to Council for chapter support and improvement issues.
- Serve as a resource to Executive Offices staff and regional teams.
- Reports to Council Trustee: Collegians.
- Engage in year-end volunteer development assessment by Council Trustee: Collegians.
- Prepare Council reports annually, biennially, and other updates as requested.
- Follow budget and recommend budget revisions.
- Fulfill any and all duties as assigned by Council.

Revised 08/2022



## Director: Collegiate Budgeting

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships:

- Fraternity Treasurer
- Director: Finance
- Regional Finance Specialists (RFS)
- Regional Housing Specialists (RHS)
- Council and Leadership
- Executive Offices

### Other Interactions:

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- In collaboration with assistant director of collegiate finance, Fraternity accountant, RFSs, Director: Finance, and Director: Housing and RHSs, support/enhance planning, programming, budgeting and execution process for all Delta Gamma collegiate chapters
  - Planning
    - Annually establish timelines for the upcoming fiscal year budget process in conjunction with the Fraternity Treasurer.
    - Address and execute any necessary changes to budget templates and member survey
  - Programming
    - Annually identify any key/significant financial issues in collegiate chapters and work across Fraternity with key stakeholders to address and resolve to the extent possible
    - Annually work closely with the housing community on chapters that have financial issues resulting from housing.
    - Identify any key areas of programmatic cost that are significant or having a significant impact of collegiate chapter costs and present, along with analytic information, to Council Treasurer
  - Budgeting
    - Maintain and update a data sheet and progress chart over the course of the year to highlight the stages of the budget process and completion of these for each chapter
    - Prepare monthly updates for RFSs, Dir: Finance and Council Treasurer on progress and requested support for specific chapters as needed throughout the course of the budget cycle.
    - Ensure approved budget is loaded into greekbill budget builder and dues and fees are generated to invoice chapter dues and fees.
  - Execution
    - Identify chapters with likely execution issues and offer direct support to teach them how to use the budget template in execution
    - Generally provide training and support to all chapters as requested on using the template in execution



- Work with collegiate chapters and EO to improve collegiate chapter coding of expenses throughout the year.
- Create initial budget for new chapters and provide budgeting support to new chapter officers and team for the first and second year. Support the Director: Finance as needed on other new chapter issues.
- Demonstrate thorough knowledge of Excel and Fraternity-approved accounting system.

#### **Volunteer**

- Provide training on the collegiate chapter financial budgeting process for local volunteers and collegiate chapter officers, as requested by the Fraternity Treasurer.

#### **Council/Leadership/Staff**

- Work cooperatively with Council, RFSS/Cabinet, Leadership, Executive Offices and collegiate members on matters relating to collegiate budgeting.
- Serve as a resource to Executive Offices and RFSS
- Reports to Fraternity Treasurer.
- Engage in scheduled volunteer development assessment by Fraternity Treasurer.
- Fulfill any and all duties as assigned by Council.

Revised 03/2023



## Director: Collegiate Recruitment Development

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Membership
- Council and Leadership
- Membership Director Team
- Membership Team (RCRs, CRCs, NCRCs)
- Executive Offices
- Chapter vice presidents: membership

### Other Interactions

- Regional Teams
- Membership Advisers
- Legacy Relations

### Expectations and Responsibilities

#### Fraternity

- Coordinate and develop training materials and provide training as needed regarding recruitment.
- Develop and direct resources for Informal/COB recruitment.
- Monitor recruitment trends and collegiate chapter recruitment health to identify chapters for additional recruitment support.
- Create and communicate plans and make recommendations regarding recruitment strategies for chapters in need of recruitment assistance.
- Direct and monitor recruitment action items for chapters on status. Participate in the bi-annual collegiate chapter review process recommending status terms for chapters being placed/or on status related to their recruitment.
- Ensure recruitment resources are current in website library. Identify and recommend the development and updating of media used in recruitment.
- Receive and review all recruitment related reports and follow up as needed.

#### Volunteer

- Recommend Collegiate Recruitment Consultants for Council appointment.
- Correspond regularly with Membership team, appropriate Regional Team members and Executive Offices staff.

#### Council/Leadership/Staff

- Reports to Council Trustee: Membership.
- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate members on recruitment.
- Assist with training and direction of Regional Collegiate Recruitment Specialists, Collegiate Recruitment Consultants and other recruitment personnel.
- Engage in year-end volunteer development assessment by Council Trustee: Membership.
- Prepare Council reports and other updates as requested.
- Follow budget and recommend budget revisions.
- Fulfill any and all duties as assigned by Council.

Revised 11/2016



## Director: Collegiate Recruitment Operations

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Membership
- Council and Leadership
- Membership Director Team
- Membership Team (RCRSs, CRCs, NCRCs)
- Executive Offices
- Membership advisers
- Legacy relations
- Chapter vice presidents: membership

### Other Interactions

- Cabinet
- Regional Teams

### Expectations and Responsibilities

#### Fraternity

- Manage all recruitment-related software programs, including training and creating resources to support use of various recruitment technologies.
- Oversee recruitment related Anchorbase reporting.
- Monitor all membership recruitment reports and statistics and ensure that chapters have reported accurate statistics on a timely basis.
- Encourage, monitor and communicate Fraternity policies regarding pledging legacies.
- Work with Executive Offices staff on the Anchor Girl program.
- Direct, communicate and implement the Fraternity's recommendation program.
- Provide analysis of statistical data, monitor trends, track progress of challenged chapters and make recommendations regarding specific chapters.
- Serve as a judge for Recruitment section of Patricia Peterson Danielson Award applications.
- Cooperatively with Director: Awards, coordinate the process for the Barbara Griswold Laederach Recruitment Award application.
- Coordinate ongoing communication and training for the membership team (RCRSs, CRCs, NCRCs) with the Council Trustee: Membership and the other Membership Directors.

#### Volunteer

- Correspond regularly with Membership team, appropriate Regional Team members and Executive Offices staff.

#### Council/Leadership/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate members on recruitment.
- Assist with training and direction of Regional Collegiate Recruitment Specialists, Collegiate Recruitment Consultants, New Chapter Recruitment Consultants and other recruitment and extension personnel.
- Reports to Council Trustee: Membership.
- Engage in year-end volunteer development assessment by Council Trustee: Membership.
- Prepare Council reports and other updates as requested.
- Follow budget and recommend budget revisions.
- Fulfill any and all duties as assigned by Council.

Revised 11/2016



## Director: Communications Advancement

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as a voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Communications
- Council and Leadership
- Executive Offices staff
- Regional Teams

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Maintains pulse on member stories and chapter/group activity.
- Hold calls with chapter/group officers, advisers, regional team members and Fraternity Directors as appropriate.
- Plan strategically for promoting member stories.
- Identifies platforms to share member stories.
- Assists in maintaining communications platforms.

#### Volunteer

- Correspond regularly with Council Trustee: Communications and Executive Offices staff.
- Coordinate with Director: Alumnae Engagement on promoting Members of Impact program.

#### Council/Leadership/Staff

- Reports to Council Trustee: Communications.
- Serve as a resource to Executive Offices staff and regional teams.
- Engage in year-end volunteer development assessment by Council Trustee: Communications.
- Prepare Council reports annually, biennially, and other updates as requested.
- Fulfill any and all duties as assigned by Council.

06/2024



## Director: Communications Support

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as a voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Communications
- Council and Leadership
- Executive Offices staff
- Regional Teams
- Chapter vice presidents: communications

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Monitor communication needs of chapters and groups.
- Assist in the development of communication resources.
- Connect with vice presidents: communications as needed.
- Develop and implement communication plans for chapters and groups.
- Coach and train on communication best practices.
- Assist in identifying social trends and subsequent posts or resources.
- Hold calls with chapter officers, advisers, regional team members and Fraternity Directors as appropriate.
- Plan strategically for promoting member stories.

#### Volunteer

- Correspond regularly with Council Trustee: Communications and Executive Offices staff.

#### Council/Leadership/Staff

- Reports to Council Trustee: Communications.
- Serve as a resource to Executive Offices staff and regional teams.
- Engage in year-end volunteer development assessment by Council Trustee: Communications
- Prepare Council reports annually, biennially, and other updates as requested.
- Fulfill any and all duties as assigned by Council.

06/2024



## Director: Extension

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Membership
- Council and Leadership
- Membership Director Team
- Membership Team (RCRSs, CRCs, NCRCs)
- Executive Offices Extension Staff members

### Other Interactions

- Regional Teams
- Executive Offices staff

### Expectations and Responsibilities

#### Fraternity

- Oversee Extension Team recruitment, training, and management
- Conduct campus assessments to identify and propose prospective campuses for future extension.
- Design and implement the strategic initiatives to achieve Delta Gamma's extension goals.
- Support the Extension Team, providing an assessment of potential opportunities listed in NPC Bulletins, keep Regional Teams informed about extension and new establishments, assist in the review of candidates for NCC and NCRC for new chapters.
- Arrange and facilitate monthly communications with New Chapter Team.
- Serve as the volunteer supervisor for the NCRCs
- Collaborate with the Regional Director to appoint an advisory team for each new chapter and fill vacancies prior to Installation.
- Work collaboratively with Director: Awards to develop recognition for the George Banta Award.

#### Volunteer

- Correspond regularly with Membership team, appropriate Regional Team members and Executive Offices staff.
- Receive and act upon all questions and concerns from Council, Leadership, alumnae and collegians regarding new chapter development.
- Engage in regular volunteer development assessments with volunteers reporting to this position, and to in turn be assessed by those volunteers.

#### Council/Leadership/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate members on recruitment.
- Assist with training and direction of Regional Collegiate Recruitment Specialists, Collegiate Recruitment Consultants, New Chapter Recruitment Consultants and other recruitment and extension personnel.
- Reports to Council Trustee: Membership.
- Engage in year-end volunteer development assessment by Council Trustee: Membership.
- Prepare Council reports and other updates as requested.
- Follow budget and recommend budget revisions.
- Fulfill any and all duties as assigned by Council.

Revised 12/2021



## Director: Finance

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Treasurer
- Council and Leadership
- Executive Offices
- Regional teams
- Fraternity approved accounting system vendor
- Chapter vice presidents: finance

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Review requests from collegiate chapters for use of budget surplus and make recommendations to Treasurer.
- Review monthly financial reports for each chapter and contact the Regional Financial Specialist regarding any problems or concerns.
- Serve as a liaison between Treasurer and Collegiate Finance Department as well as Regional Finance Specialists, chapter vice presidents: finance and chapter financial advisers.
- Monitor chapters in danger of being placed on report status and notifies Treasurer.
- Evaluate chapters for potential award criteria.
- Monitor financial status terms of chapters on probation, report to Council or report to Director: Finance and advises chapters of change in status as directed by Council.
- Provide training for Regional Finance Specialists.
- Maintain thorough knowledge of the Collegiate Finance Handbook and the Fraternity approved accounting system.

#### Volunteer

- Communicate with Regional Finance Specialists, Regional Collegiate Specialists, chapter vice presidents: finance and chapter financial advisers on a regular basis.

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of finance.
- Serve as a liaison to Council for finance issues.
- Serve as a resource to Executive Offices and Regional Teams.
- Serve as a resource for Housing volunteer team.
- Reports to Treasurer.
- Engage in year-end volunteer development assessment by Treasurer.
- Prepare Council reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by Council.

Revised 11/2016



## Director: Housing

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, Officers Training Seminar (TLC), Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies, and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of operations and in conformity with the Fraternity Constitution.

### Key Relationships

- Fraternity Treasurer
- Directors of Finance & Collegiate Budgeting
- Regional Housing Specialists (RHSs)
- EO staff director of housing operations and Office of Housing (OOH)
- Fraternity Housing Corporation (FHC)
- Fraternity Management Corporation (FMC)
- Council and Leadership
- Regional Teams

### Expectations and Responsibilities

#### Fraternity

- Provide training for Regional Housing Specialists (RHS) and facilitate monthly RHS calls
- Collaborate with RHSs to maintain housing facilities while managing costs to members.
- Serve as a member and chairman of the FHC and FMC boards
- Maintain thorough knowledge of the Regional Housing Specialist Handbook and the Housing Manual
- Be a subject matter expert for volunteers and Leadership on housing trends and policies
- Coordinate content and publication of the **On Deck** newsletter and **ANCHORA** articles with the Office of Housing (OOH) Staff
- Review house corporation loan applications as forwarded by the EO staff director of housing operations
- Serve as chairman of the Major Projects Approval Process and work with house corporations as a resource for renovations and capital campaigns
- Be knowledgeable of FHC and FMC budget and provide input into services provided
- Be knowledgeable of the house corporation budget template

#### Volunteer

- Function as a resource to house corporation boards on operations, governance, policies, and financial concerns

#### Council/Cabinet/Staff

- Report to Council Treasurer
- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices/Office of Housing, collegiate/alumnae members on matters of housing
- Serve as a liaison to Council on housing issues
- Communicate with RHSs on a regular basis and respond to problems, questions, or concerns
- Collaborate with the Directors of Finance and Collegiate Budgeting
- Participate in Fraternity Directors' calls
- Engage in year-end volunteer development assessment by Council Treasurer
- Prepare Council reports annually, biennially, and other updates as requested
- Follow budget and suggest changes, as appropriate
- Fulfill any and all duties as assigned by Council

Revised 09/2022



## Director: Member Development

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Fraternity Programming
- Council and Leadership
- Executive Offices
- Regional teams

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Responsible for oversight of Fraternity programming initiatives that are tailored for specific experiences (e.g. senior programming or a one-off chapter program)
- Recognize and identify trends that lend themselves to responsive programming and their subsequent development.
- In collaboration with Executive Offices, monitor education programs related to social responsibility and the development of character within the membership.
- Oversee DG Dialogues, continuously monitoring trends and developing new content as needed.
- Coordinate and develop educational materials for Council, Regional Teams, Cabinet, staff, chapters and advisers regarding member development.
- Develop and monitor sophomore, junior, and senior programming initiatives.
- Collaborate with the Alumnae Directors regarding Collumnae programming development and implementation.
- Teach and implement Fraternity programming initiatives under their supervision, both in person and via webinar.
- Serve as a judge for Fraternity programming awards.

#### Volunteer

- Communicate regularly with collegiate chapters and alumnae groups about member development needs and initiatives.
- Communicate regularly with other Directors as needed.

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of member development.
- Serve as a liaison to Council for member development issues.
- Serve as a resource to Executive Offices and Regional Teams.
- Reports to Council Trustee: Fraternity Programming
- Engage in year-end volunteer development assessment by Council Trustee: Fraternity Programming.
- Prepare Council reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by Council.

Revised 9/2022



## Director: Member Education

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Fraternity Programming
- Council and Leadership
- Executive Offices
- Regional Teams
- Chapter vice presidents: member education

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Responsible for oversight, creating and updating member education resources.
- Responsible for oversight of rituals programming and education initiatives.
- Collaborate with Executive Offices Training, Development, and Member Experiences staff, Director: Member Development and Director: Programming to monitor, evaluate, recommend and/or develop new components and programs for members.
- Monitor all collegiate Initiation approvals and address unapproved Initiations with chapters.
- Conduct and supervise Convention Initiation and other ritual presentations at Convention, Fraternity institutes and seminars.
- Develop and implement programming and new member education plans for new chapters collaboratively with the New Chapter Coordinator and Executive Offices extension team.
- Assist in development of educational materials for Fraternity institutes, Regional Training Days and seminars.
- Monitor collegiate chapter scholarship and cultural interest development. Address chapters on scholastic regulation.
- Work with chapter status support teams to address scholastic-related concerns for chapters on Support Status or Poor Standing.
- Work collaboratively on chapter credentialing regarding scholarship.
- Connect with vice presidents of member education as needed.
- Serve as a judge for Fraternity programming awards.

#### Volunteer

- Communicate regularly with collegiate chapters and alumnae groups about rituals programming and program education needs and initiatives.
- Communicate regularly with other Directors as needed.

#### Council/Leadership/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and alumnae members on rituals programming and program education.
- Serve as a liaison to Council for rituals programming and program education.
- Serve as a resource to Executive Offices and Regional Teams.
- Reports to Council Trustee: Fraternity Programming.
- Engage in year-end volunteer development assessment by Council Trustee: Fraternity Programming.
- Prepare Council reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by Council.

Revised 07/2022



## Director: Panhellenic Development

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Membership
- Council and Leadership
- Panhellenic Support Specialists
- Chapter vice presidents: Panhellenic

### Other Interactions

- Regional Teams
- Executive Offices Communications staff
- Chapter Panhellenic Advisers

### Expectations and Responsibilities

#### Fraternity

- Serve as the primary resource for the collegiate chapter vice presidents: Panhellenic, Delta Gamma Collegiate Panhellenic executive board officers, Membership team and Cabinet on Panhellenic-related issues.
- Work with Executive Offices communications staff members to create content for the Panhellenic Connections newsletter.
- Provide training for Panhellenic Support Specialists.
- Oversees Panhellenic Support Specialists.
- Create training materials for collegiate vice presidents: Panhellenic and alumnae Panhellenic officers.
- Attend National Panhellenic Conference events as requested by Council.

#### Volunteer

- Correspond regularly with Council Trustee: Membership, appropriate Regional Team members and Executive Offices staff.

#### Council/Leadership/Staff

- Reports to Council Trustee: Membership.
- Engage in year-end volunteer development assessment by Council Trustee: Membership.
- Prepare Council reports and other updates as requested.
- Follow budget and recommend budget revisions.
- Fulfill any and all duties as assigned by Council.

Revised 08/2022



## Director: Programming

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Fraternity Programming
- Council and Leadership
- Executive Offices
- Regional Teams
- Chapter vice presidents: programming

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Responsible for oversight of programming initiatives that are Fraternity or chapter-wide.
- Collaborate with Executive Offices Training, Development, and Member Experiences staff, Director: Member Development and Director: Member Education to monitor, evaluate, recommend and/or develop new components and programs for members.
- Assist in development of educational materials for Fraternity institutes and seminars.
- Organize Directors calls and lead Winter Directors Meeting.
- Develop and oversee implementation of collegiate calendar planning and multi-purpose programming resources.
- Review and approve collegiate calendars as needed.
- Monitor programming status terms for chapters on Probation or Report to Council.
- Collaborate with the Alumnae Directors regarding Collumnae programming development and implementation.
- Maintain Fraternity Resource Sheets regarding general and innovative programming needs.
- Teach and implement Fraternity programming initiatives under their supervision, both in person and via webinar.
- Connect with vice presidents of programming as needed.
- Develop and implement programming plans for new chapters collaboratively with the New Chapter Coordinator and Executive Offices extension team.
- Serve as a judge for Fraternity programming awards.

#### Volunteer

- Communicate regularly with collegiate chapters and alumnae groups about programming needs and initiatives.
- Communicate regularly with other directors as needed.

#### Council/Leadership/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and alumnae members on Fraternity programming.
- Serve as a liaison to Council for Fraternity programming.
- Serve as a resource to Executive Offices and Regional Teams.
- Reports to Council Trustee: Fraternity Programming.
- Engage in year-end volunteer development assessment by Council Trustee: Fraternity Programming.
- Prepare Council reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by Council.

Revised 07/2022



## Director: Standards

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Collegians
- Council and Leadership
- Executive Offices
- Regional teams
- Chapter vice presidents: social standards

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Recognize and identify trends regarding management of risk and Fraternity standards and report such trends to Council Trustee: Collegians.
- Handle all inquiries, violations and discipline as related to the management of risk and contravention of Fraternity policy.
- Develop and support the development of communication resources with emphasis on Fraternity standards and Honor Board information for chapter presidents, vice presidents: social standards, Advisory Team Chairmen, Honor Board advisers, Regional Collegiate Specialists, Council Appointed Coordinators and New Chapter Coordinators.
- Receive and review all relevant collegiate reports and follow up on standards related items.
- Inform Council Trustee: Collegians and Executive Director of risk management violations that become known to their.
- Correspond with officers and advisers of chapters on status regarding chapter progress as they complete status terms under their supervision.
- Responsible for timely review and disposition of all Honor Board cases referred to their by Regional Collegiate Specialists, making recommendations to Council on the disposition of all severance and expulsion cases.
- Coordinate and develop educational materials for Council, Regional Teams, Cabinet, staff, chapters and advisers regarding Fraternity standards and management of risk.

#### Volunteer

- Receive and act upon all questions and concerns from Regional Team members, Cabinet, alumnae and collegians about Fraternity standards and the Honor Board process.
- Support Regional Collegiate Specialists, Council Appointed Coordinators and New Chapter Coordinators in issues regarding management of risk and Fraternity standards.

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of management of risk and Fraternity standards.
- Serve as a liaison to Council for management of risk and Fraternity standards.
- Serve as a resource to Executive Offices and Regional Teams.
- Report to Council Trustee: Collegians.
- Engage in year-end volunteer development assessment by Council Trustee: Collegians.
- Prepare Council reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by Council.

Revised 11/2016



# Foundation Directors

## Foundation Director: Alumnae Service and Fundraising

### Requirements

- Must be a current dues paying Delta Gamma alumna member.
- Must be a Foundation donor.

### Functions

- To serve on the Delta Gamma Foundation Team, adhering to the general responsibilities of the position - attendance at the Leadership Collective, and Convention, participating in all scheduled conference calls, filing reports, and maintaining fiscal responsibility.
- To serve as Foundation subject matter expert for alumnae groups in the areas of service and fundraising.
- To perform Board of Trustees (BOT)-assigned duties in conformity with the Foundation Constitution and policies and procedures of Delta Gamma Foundation and Fraternity.
- To promote the high standards and ideals of Delta Gamma Fraternity.
- A member serving in this role is an official voting member of the Foundation.

### Expectations and Responsibilities

- Provides service and fundraising ideas and training to RFNC, Alumnae Development Consultants, regional officers, and Foundation professional staff as requested.
- Corresponds with and assists RFNCs with alumnae groups regarding service and fundraising successes and concerns identified in visit reports and correspondence from regional officers and RASs/ADCs.
- Inspires and advises Delta Gamma alumnae groups and members in fundraising and service projects supporting the Foundation and Service for Sight.
- Maintains records regarding alumnae group fundraising and service activities and acknowledges significant group contributions to the Delta Gamma Foundation.
- Directs the alumnae service-related activities of the RFNCs.
- Serves as a member of the H.K. Stuart Spirit of Service Award review committee.
- Determine Convention alumnae service and fundraising awards, working with Foundation professional staff.
- Supports the Hope Serving program.
- Works with Foundation staff finance team regarding alumnae group fundraising activities.
- Contributes articles and information as requested relating to alumnae fundraising and service under the direction of the designated Foundation Trustee to the *ANCHORA* and other publications.
- Monitors and suggests updates for relevant Foundation pages on the Delta Gamma website which are in the director's area of responsibility. Changes should be coordinated with the Foundation professional staff assistant director for communications: creative strategies.
- Corresponds to alumnae fundraising and service inquiries received at Executive Offices, as requested.
- Maintains files, records of term in office, record of expenses, copies of correspondence, and provides transition for their successor.
- Attends conferences and seminars relating to Service for Sight and fundraising as requested by the Delta Gamma Foundation Board of Trustees.
- Review and maintain Anchorbase tasks related to alumnae service and fundraising.
- Review and maintain Foundation policies related to alumnae service and fundraising.
- Attend and participate in monthly standing meetings.
- Maintains communication with and files on organizations that respond to the needs of people living with blindness or low vision and/or participate in sight preservation activities.

### Relationships

- Reports to the designated Foundation Trustee and is responsible to the Board of Trustees.
- Works in conjunction with other Foundation team members to help create brand recognition of Delta Gamma Foundation alumnae fundraising activities.
- Works in coordination with other Foundation directors, RFNCs and Foundation professional staff at Executive Offices.



## Foundation Director: Collegiate Service

### Requirements

- Must be current dues paying Delta Gamma alumna member.
- Must be a Foundation donor.

### Functions

- To serve on the Delta Gamma Foundation Team, adhering to all general responsibilities of the position including attendance at the Leadership Collective and Convention; participating in all scheduled calls; filing reports; maintaining fiscal responsibility.
- To advise Delta Gamma collegiate chapters and collegiate Foundation officers seeking information on service projects or opportunities, promoting sight conservation, assisting people who are living with blindness or low vision, and connecting to organizations serving these causes.
- To perform Board of Trustees (BOT)-assigned duties in conformity with the Foundation Constitution and policies and procedures of the Delta Gamma Foundation and Fraternity.
- To promote the high standards and ideals of Delta Gamma Fraternity.
- A member serving in this role will be an official voting member of the Foundation.

### Expectations and Responsibilities

- Directs the collegiate service-related communication and support provided by the Regional Foundation Coordinators (RFNCs) and assists staff as requested in training of CDCs.
- Corresponds with RFNCs regarding service successes and concerns identified in CDC visit reports or correspondence from regional officers.
- Evaluates the needs of the visually impaired/blind community and advises the designated Foundation Trustee of any priority issues.
- Directs the collegiate service-related activities of the Regional Foundation Coordinators.
- Serves as a member of the H.K. Stuart Spirit of Service Award review committee.
- Maintains records regarding collegiate chapter service activities.
- Corresponds to service inquiries received at Executive Offices, as requested.
- Maintain the Foundation Education for Recruitment: Let's Talk Philanthropy presentation for collegiate chapters during recruitment preparation week.
- Maintain and develop collegiate resources in the Delta Gamma library.
- Support collegiate training on Foundation education.
- Lead the planning, development, and updating of sight-related events/education.
- Maintains files, records of term in office, record of expenses, copies of correspondence and provides transition for their successor.
- Determine Convention collegiate service awards.
- Support Foundation Director: Collegiate Fundraising with RFNC management.
- Review and maintain Anchorbase tasks related to collegiate service.
- Review and maintain Foundation policies related to collegiate service.
- Attend and participate in monthly standing meetings.
- Contributes articles and information as requested relating to collegiate service the direction of the designated Foundation Trustee to the *ANCHORA* and other publications.
- Inspires and advises Delta Gamma collegiate chapters in service projects or opportunities promoting sight conservation, assisting people living with blindness or low vision.
- Maintains communication with and files on organizations that respond to the needs of people living with blindness or low vision and/or participate in sight preservation activities.

### Relationships

- Reports to the designated Foundation Trustee and is responsible to the Board of Trustees.
- Collaborates with Foundation professional staff at Executive Offices, other Foundation Directors and RFNCs.

Revised 05/2023



## Foundation Director: Service for Sight Grants

### Requirements

- Must be a current dues paying Delta Gamma alumna member.
- Must be a Foundation donor.

### Functions

- To serve on the Delta Gamma Foundation Team, adhering to all general responsibilities of the position including attendance at the Leadership Collective and Convention, participating in all scheduled conference calls, filing reports, and maintaining fiscal responsibility.
- To advise Delta Gamma members, groups and officers, and organizations that share the Delta Gamma Foundation mission on issues, policies and procedures pertaining to Foundation Service for Sight (SFS) grants.
- To perform Board of Trustees (BOT)-assigned duties in conformity with the Foundation Constitution and policies and procedures of the Delta Gamma Foundation and Fraternity.
- To promote the high standards and ideals of Delta Gamma Fraternity.
- A member serving in this role will be an official voting member of the Foundation.

### Expectations and Responsibilities

- Select, train and supervise the SFS Grants Committee, as directed by the designated Foundation Trustee.
- Implement a process for grant approval which includes the Service for Sight Grant Criteria approved by the Board of Trustees.
- Collaborates with Foundation professional staff to email past recipients informing them the upcoming cycle's application will open.
- Accepts grant proposals from organizations sharing the Delta Gamma Foundation's mission.
- Refers questions received from national organizations pertaining to grant application process to view the SFS Grant Criteria for assistance.
- Guides the SFS Grants Committee in selecting recipients of Delta Gamma Foundation grants.
- Makes knowledgeable grant recommendations to the Delta Gamma Foundation BOT for approval.
- Collaborates with Foundation professional staff to notify grant applicants in writing of the Delta Gamma Foundation Board of Trustees' decision.
- Support Foundation professional staff as they collect countersigned agreements and work with the Foundation accounting manager to distribute funds as countersigned agreements are returned.
- Monitors and suggests updates on the Delta Gamma website which are in the Director's area of responsibility. Changes should be coordinated with the designated Foundation Trustee, Foundation professional staff member(s) overseeing the grant process and Foundation assistant director for communications: creative strategies.
- Identifies potential donors and relays information to Foundation development team.
- Maintains files, record of term in office, record of expenses, copies of correspondence, and provides transition for their successor.
- Contributes articles and information as requested about grants under the direction of the designated Foundation Trustee to the *ANCHORA* and other publications.
- Collaborate with Foundation professional staff to identify impact stories for social media and other marketing outlets. Impact stories come from the grant reports and photos that are submitted by organizations prior to applying for the new cycle.
- Submits list of grant recipients for the Delta Gamma Foundation Annual Impact Report.
- Attend and participate in monthly standing meetings.
- Chairs and serves as a member of the Service for Sight Grant Committee.

### Relationships

- Reports to the designated Foundation Trustee and is responsible to the Board of Trustees.
- Works in concert with the Delta Gamma Foundation Executive Director and selected Foundation professional staff maintaining and coordinating Delta Gamma grants.



## Foundation Director: Lectureships in Values and Ethics

### Requirements

- Must be a current dues paying Delta Gamma alumna member.
- Must be a Foundation donor.

### Functions

- To serve on the Delta Gamma Foundation Team, adhering to all general responsibilities of the position including attendance at the Leadership Collective and Convention; participating in all scheduled conference calls: filing reports; maintaining fiscal responsibility.
- To advise and serve as the primary contact for information on the Delta Gamma Foundation Lectureships in Values and Ethics.
- To perform Board of Trustees (BOT)-assigned duties in conformity with the Foundation Constitution and policies and procedures of Delta Gamma Foundation and Fraternity.
- To promote the high standards and ideals of Delta Gamma Fraternity.
- A member serving in this role is an official voting member of the Foundation.

### Expectations and Responsibilities

- Responds to all inquiries about the Delta Gamma Foundation Lectureships.
- Communicates with collegiate chapters, alumnae groups and Universities with established Lectureships, and with Lectureships in process; provides information about fundraising and updated branding and logo materials to promote Lectureship related events.
- Share materials promoting the Lectureships that have been created by Foundation professional staff.
- Contributes articles and information about Lectureships, under the direction of the designated Foundation Trustee to the *ANCHORA* and other publications.
- Submits information for the Delta Gamma Foundation Annual Impact Report, as requested.
- Monitors and suggests updates for pages on the Delta Gamma website which are in the Director's area of responsibility. Changes should be coordinated with the designated Foundation Trustee and the Foundation communications team.
- Identifies potential Foundation donors and relays information to Foundation development team.
- Maintains files, record of term in office, record of expenses, copies of correspondence; and provides transition for their successor.
- Attends in-person and virtual Lectureships as requested by the Delta Gamma Foundation Board of Trustees.
- Maintain a Lectureship email list of current collegiate chapter presidents, vps: Foundation, director of Lectureships, collegiate chapter advisory team chair, and any known involved alumnae that assist or plan Lectureships.
- Attend and participate in monthly standing meetings.

### Relationships

- Reports to the designated Foundation Trustee and is responsible to the Foundation BOT.
- Works with the Foundation Executive Director about the status of Lectureships and collaborates with Foundation Communications team.

Revised 5/2023



## Foundation Director: Scholarships and Fellowships

### Requirements

- Must be a current dues paying Delta Gamma alumna member.
- Must be a Foundation donor.

### Functions

- To serve on the Delta Gamma Foundation Team, adhering to all general responsibilities of the position including attendance at the Leadership Collective and Conventions; participating in all scheduled conference calls; filing reports; maintaining fiscal responsibility.
- To advise Delta Gamma members, groups and officers seeking information on scholarships and fellowships.
- To perform Board of Trustees (BOT)-assigned duties in conformity with the Foundation Constitution and policies and procedures of Delta Gamma Foundation and Fraternity.
- To promote the high standards and ideals of Delta Gamma Fraternity.
- A member serving in this role is an official voting member of the Foundation.

### Expectations and Responsibilities

- Selects, trains and supervises the Merit-Based Undergraduate Scholarship and the Merit-Based Graduate Fellowship Committees, as directed by the designated Foundation Trustee.
- Selects, trains and chairs the Sisters Helping Sisters: Need-Based Scholarship committee in conjunction with the assistant director: programs and impact.
- Notifies collegiate chapters and alumnae groups regarding the Merit-Based Undergraduate Scholarship and Merit-Based Graduate Fellowship programs of the Foundation.
- Reviews the Sisters Helping Sisters: Need-Based Scholarship, Undergraduate Merit-Based Scholarship and Merit-Based Graduate Fellowship applications annually along with designated Foundation staff member(s) prior to placing on website.
- Maintains electronic files and hard copy files, if necessary, for each merit-based undergraduate scholarship and graduate fellowship applicant.
- Corresponds with applicants by answering their inquiries and providing periodic notifications of application materials still due.
- Works with Foundation professional staff regarding promoting scholarships and fellowships still available during application time by promoting via communications with Regional Foundation Coordinators.
- Foundation assistant director: programs and impact prepares and submits a list of Merit-Based Undergraduate Scholarship and Merit-Based Graduate Fellowship recipients for Board of Trustees approval.
- Foundation assistant director: programs and impact notifies all applicants for scholarships and fellowships of their approval or denial.
- Sends thank you notes to members of the scholarship and fellowship committees. A small gift is optional.
- Contributes articles and information about scholarships and fellowships, under direction of the designated Foundation Trustee to the Foundation staff director of strategic communications for publication.
- Identifies potential Foundation donors and relays information to Foundation Development team at Executive Offices.
- Reviews the policies related to scholarships and fellowships and sends suggested updates to the designated Foundation Trustee.
- Maintains files, record of term in office, record of expenses, copies of correspondence; and provides transition for their successor.
- Attend and participate in monthly standing meetings.
- Elects and supervises the Sisters Helping Sisters: Need-Based Scholarship, Merit-Based Undergraduate Scholarship, and Merit-Based Graduate Fellowship committees in performing their responsibilities of evaluating all applications/essays in a timely manner for recommendation to the BOT.
- Encourages collegians and alumnae to apply for Individual Member Support opportunities.
- Inspires and advises Delta Gamma groups and members to donate to the Sisters Helping Sisters: Need-Based Scholarship, Merit-Based Undergraduate Scholarship, and Merit-Based Graduate Fellowship funds.



**Relationships**

- Reports to the designated Foundation Trustee and is responsible to the Board of Trustees.
- Works in concert with Foundation professional staff at Executive Offices.

Revised 05/2023



## Foundation Director: Collegiate Fundraising

### Requirements

- Must be a current dues paying Delta Gamma alumna member.
- Must be a Foundation donor.

### Functions

- To serve on the Delta Gamma Foundation Team, adhering to the general responsibilities of the position – attendance at the Leadership Collective, and Convention, participating in scheduled conference calls, filing reports, and maintaining fiscal responsibility.
- To serve as Foundation subject matter expert in the areas of Foundation collegiate fundraising.
- To perform Board of Trustees (BOT)-assigned duties in conformity with the Foundation Constitution and policies and procedures of Delta Gamma Foundation and Fraternity.
- To promote the high standards and ideals of Delta Gamma Fraternity.
- A member serving in this role will be an official voting member of the Foundation.

### Expectations and Responsibilities

- Supervises the Regional Foundation Coordinator (RFNC) team.
- Maintains communication with and files on fundraising ideas/activities for collegiate chapters.
- Provides fundraising Ideas and training to Collegiate Development Consultants, Foundation staff, and regional officers.
- Corresponds with and assists Regional Foundation Coordinators with collegiate chapters regarding Foundation fundraising successes and concerns as noted in visit information and correspondence from Collegiate Development Consultants, Foundation professional staff and regional officers.
- Maintains files regarding collegiate fundraising activities and acknowledges significant group contributions to the Delta Gamma Foundation.
- Contributes articles and information as requested relating to collegiate fundraising under the direction of the designated Foundation Trustee to the *ANCHORA* and other publications.
- Monitors and suggests updates for pages on the Delta Gamma website which are in the Director's area of responsibility. Changes should be coordinated with the Foundation assistant director for communications: creative strategies.
- Identifies potential Foundation donors and relays information to the Foundation development team.
- Maintains files, record of term in office, record of expenses, copies of correspondence; and provides transition for their successor.
- Attends conferences and seminars relating to collegiate fundraising as requested by the Delta Gamma Foundation Board of Trustees.
- Attend and participate in monthly standing meetings.

### Relationships

- Reports to the designated Foundation Trustee and is responsible to the Board of Trustees.
- Supervises the RFNC team.
- Works in conjunction with other Foundation professional staff to help create brand recognition of Delta Gamma Foundation collegiate fundraising activities.

Revised 05/2023



## Other Volunteer Positions

### Alumnae Development Consultant

#### Position Summary

- To be a dues-paying alumna member and an appointed officer of the Fraternity under the supervision of the Council Trustee: Alumnae and Director: Alumnae Development.
- To maintain relationships with assigned alumnae chapter/association(s), Council, Cabinet, regional teams and Executive Offices staff.
- To serve as the primary contact and resource person for alumnae chapter/association(s) assigned for revitalization or expansion.
- To guide, direct and develop assigned alumnae chapters/association(s).
- To perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity and the Delta Gamma Foundation.

#### Charge

Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

#### Key Relationships

- Council Trustee: Alumnae
- Director: Alumnae Operations
- Director: Alumnae Development
- Director: Alumnae Engagement
- Regional Director and Regional Team
- Foundation Director: Alumnae Service and Fundraising
- Executive Offices Staff

#### Other Interactions

- General Membership
- Public

#### Expectations and Responsibilities

##### Fraternity

- To serve as the primary contact and resource person for assigned nonfunctioning alumnae chapter/association(s) and execute revitalization of groups; educate and train officers as determined by the Council Trustee: Alumnae and Director: Alumnae Development.
- Demonstrate a thorough understanding of the Alumnae Officers Manual and other handbooks as needed. Assist the alumnae team in developing and maintaining alumnae resources and educational tools.
- Serve as a resource to the Regional Alumnae Specialists and Regional Director of their assigned regions to aid the team in brainstorming, training, etc.
- Evaluate alumnae group operations, recruitment and programming via Anchorbase reports
  - Host, at minimum, two calls with assigned groups annually. Communicate at least quarterly around technology, recruiting, etc. Also, be available for questions from groups as needed.
- Complete Alumnae Group Evaluation annually and use it as a tool to work with the Regional Director and Alumnae Team to evaluate the overall health of alumnae groups.
  - Identify any needed alumnae group status changes and be knowledgeable of the steps to initiate each process (revitalization, merger, disbandment, etc.).
- Plan and implement alumnae officer training and education.
- Form new alumnae chapter/association(s) as interest encourages, serve as the primary contact and resource person and educate and train officers as determined and assigned by the Council Trustee: Alumnae and Director: Alumnae Development.
- Serve as an alumna initiate program liaison.
- Understand the Membership Reinstatement policy for any women looking to rejoin Delta Gamma.



- Participate in monthly Regional and Alumnae Team conference calls to present alumnae group challenges and assist in alumnae relations.
- Send an update of monthly activities to the Alumnae Team by the 15th of the month, by means determined by alumnae team leadership.
- Work with Foundation Director: Alumnae Service and Fundraising to further educate and develop alumnae efforts in support of the Delta Gamma Foundation.
- Attend The Leadership Collective as well as any other alumnae related seminars (such as the Alumnae Academy); assist the Council Trustee: Alumnae, Director: Alumnae Development, Director: Alumnae Engagement, and Director: Alumnae Operations as directed.
- Attend Convention as a visitor; assist the Council Trustee: Alumnae, Director: Alumnae Development, Director: Alumnae Engagement, and Director: Alumnae
- Resources in presentations as requested.

#### **Volunteer**

- Provide technology support and training for alumnae groups to ensure reporting and use of resources including Anchorbase, Memberplanet, OmegaOne and the website document library.
- Support alumnae-wide communications providing alumnae specific information and updates as well as sharing stories of alumnae as needed.
- Make at least two alumnae chapter visits per year, virtual or in person, and submit a visit report in Anchorbase.

#### **Council/Cabinet/Staff**

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of alumnae.
- Serve as a resource to Executive Offices.
- Reports to Council Trustee: Alumnae with influence from Director: Alumnae Development.
- Fulfill any and all duties as assigned by Council.

Revised 03/2023



## Campus Trustee

**Position Summary:** This position will be a dues-paying alumna member who lives within a reasonable distance of the campus and/or has ties to the campus, serving as a Council-appointed Leadership member of the Delta Gamma Fraternity. They will travel in an official capacity on behalf of the Fraternity as needed. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Fraternity President
- Council Trustee: Membership
- Executive Offices (EO) staff
- Assigned University Administration
- Chapter Trustee

### Other Interactions

- Regional Team
- House Corporation officers
- Collegiate chapter members and recent alumnae

### Expectations and Responsibilities

#### Fraternity

- Serve as the primary liaison between the Fraternity and the assigned university community
- Serve as the primary representative of the Fraternity during the chapter closing process regarding campus relationships
- Attend assigned campus/community meetings/events as invited
- Monitor assigned campus and community trends that may influence reinstatement of chapter
- Provide and receive updates from EO staff and regional team regarding potential chapter activity, as applicable
- Communicate at least annually with assigned university office of Greek life regarding campus climate and conditions, trends and interest
- Report at least annually to Fraternity President and/or Council Trustee: Membership with synopsis of campus climate and conditions, trends, interest and recommendations

#### Volunteer

- Have interest in Fraternity success and understand the influence of key campus climate factors for the assigned university
- Communicate in a positive and professional manner on behalf of the Fraternity, referring any official statements regarding the Fraternity to the Fraternity President

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices, collegiate members and NPC on chapter closure-related issues
- Reports to Fraternity President
- Serve as a resource to Chapter Trustee
- Prepare reports and other updates as requested by Council
- Fulfill any and all duties as assigned by Council



## Chapter Trustee

**Position Summary:** This position will be a dues-paying alumna member who lives within a reasonable distance of the campus and/or has ties to the campus, serving as a Council-appointed Leadership member of the Delta Gamma Fraternity. They will travel in an official capacity on behalf of the Fraternity as needed. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Fraternity President
- Fraternity Treasurer
- Executive Offices (EO) staff
- University Administration
- Campus Trustee

### Other Interactions

- Regional Team
- House Corporation officers
- Collegiate chapter members and recent alumnae

### Expectations and Responsibilities

#### Fraternity

- Serve as the primary representative of the Fraternity during the collegiate chapter closing process for resolution of property disposition and administrative oversight
- Direct certain Chapter artifacts to be returned to EO's staff archivist for archival purposes
- Ensure return of the following: charter, chapter/new member roll books, minute books, chapter history/significant memorabilia, ritual equipment, chapter financial records, president's badge, gavel
- Direct collection of delinquent accounts owed by individuals to the chapter in conjunction with the regional finance specialist and collegiate finance consultant
- Close all local bank accounts upon satisfaction of local and Fraternity financial obligations
- Direct certain House Corporation records to be returned to EO's Office of Housing for archival purposes, namely the financial records, minutes and business records
- Work with Office of Housing to dissolve House Corporation or LLC
- Arrange for sale or storage of personal property, as applicable
- Send separate inventories of sold and stored property to Office of Housing, copy to staff archivist
- Oversee local aspects of sale of real property as applicable and liaise as necessary with local vendors
- Provide and receive updates from EO staff and regional team regarding potential chapter activity, as applicable

#### Volunteer

- Serve as a resource and liaison to university administration during the chapter closing and House Corporation dissolution process
- Charge shipping expenses on collegiate chapter archival items to chapter account
- Charge shipping expenses on House Corporation archival items to House Corporation account

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices, collegiate members and NPC on chapter closure-related issues
- Reports to Fraternity President and Fraternity Treasurer
- Serve as a resource to Campus Trustee
- Prepare reports and other updates as requested by Council
- Fulfill any and all duties as assigned by Council



## Collegiate Recruitment Consultant

### Position Summary

- Be a dues-paying alumna member and an appointed officer of the Fraternity under the supervision of the Council Trustee: Membership.
- Perform Council assigned duties in conformity with the Constitution and policies and procedures of the Delta Gamma Fraternity and Foundation.
- Guide and direct the collegiate chapter/new chapter under their supervision in matters related to recruitment.
- Guide and direct the collegiate officers and their advisers to ensure that policies and procedures of the Fraternity related to recruitment are implemented.
- Promote the high standards and ideals of Delta Gamma Fraternity.

### Responsibilities

- Serve as the primary contact and recruitment resource person for the chapter/new chapter under their supervision, directing Fraternity resources and chapter officer efforts toward pursuing the Fraternity and campus standards for chapter excellence in all recruitment, public relations and Panhellenic matters.
- Attend the Delta Gamma Institute, regional training, Fraternity seminars and Panhellenic and campus meetings, as requested by Council.
- Participate in monthly conference calls (August-June) with the regional team under the direction of the Regional Director.
- Participate in bi-monthly membership team conference calls.
- Receive and review all reports filed on the collegiate chapter/new chapter under their supervision; monitor all collegiate reports filed by the collegiate chapter under their supervision with the Executive Offices collegiate services team and/or on Anchorbase.
- Communicate with the chapter/new chapter under their supervision on a regular basis.
- Visit collegiate chapter/new chapter under their supervision twice a year; file a report of the visit within two weeks with Council, the regional team and any other Fraternity directors, as appropriate.
- Work with the advisory team chair to appoint the membership adviser for the chapter/new chapter under their supervision. If other recruitment related advisers are needed, work with the advisory team chair on making these appointments (example: public relations adviser).
- Train membership adviser with the assistance of the Regional Director and other Regional Collegiate Recruitment Specialist and other team members, as needed, for the chapter/new chapter under their supervision.
- Receive and approve membership sections of the bylaws and standing rules of the chapter under their supervision.
- Review and approve all recruitment-related matters submitted by the chapter under their supervision via Anchorbase including formal and informal recruitment statistics, formal recruitment evaluations, recruitment preparation workshop agendas and COB action plans.
- Work with chapter on all recruitment preparation and implementation activities; work with the Council Trustee: Membership and Director: Extension Development during colonization with regard to all membership recruitment responsibilities.
- Correspond regularly with the membership team, including the Council Trustee: Membership, Director: Collegiate Recruitment, Director: Collegiate Membership Development and Director: Extension Development, as appropriate.
- Assist the Director: Collegiate Membership Development in coordinating requests and the scheduling of CDC recruitment visits.
- Ensure that the chapter/new chapter under their supervision is at Quota/Total or has action plans in place to reach Quota/Total.
- Assist chapter/new chapter under their supervision with Recruitment Preparation Workshop plans, scheduling and training.
- Ensure that the chapter/new chapter under their supervision understands and is in compliance with the National Panhellenic Conference Unanimous Agreements, recommendations and other guidelines in the NPC Manual as well as local collegiate Panhellenic recruitment rules.
- Understand and use Anchorbase to monitor the chapter under their supervision.



## Convention Host

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed member of the Delta Gamma Fraternity Leadership. They will attend Convention and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity through policy development and oversight of the operations and in conformity with the Fraternity Constitution.

### Key Relationships

- Council and Cabinet
- Executive Offices
- Local volunteers

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Volunteer

- Serve as the local point person for the associate director for events before and during Convention.
- Work with the associate director for events to plan a welcome gathering to coincide with a site visit, should one be scheduled.
- Offer suggestions for local dignitary to welcome at opening banquet.
- Recruit and organize local volunteers to support needs identified by Executive Offices.
- Oversee volunteers and execute hospitality responsibilities.
- Reach out to registered volunteers and assign specific duties.
- Oversee local hospitality table throughout Convention.
- Oversee airport greeters, fraternal flag steaming and setup, and Greek Women's Luncheon reception greeters.

#### Hospitality

- Create a welcoming and gracious environment at Convention.
- Work with Executive Offices' Marketing and Communications team to create materials as needed for the local hospitality table.

Revised 07/2023



## Council Appointed Coordinator

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Leadership member of the Delta Gamma Fraternity. They may attend Convention, The Leadership Collective, Regional Training Day(s), and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as needed. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Collegians
- Director: Standards
- Director: Chapter Operations
- Director: Member Education
- Director: Programming
- Director: Chapter Development
- Regional Director and Regional Team
- Advisory team chair (ATC)
- Executive Offices

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Assess collegiate chapter under their supervision annually via the Collegiate Chapter Evaluation process.
- Participate in monthly Regional Team and specialist team conference calls, as needed.
- Identify crisis situations and assist with flow of information between chapter, Regional Team, Executive Offices, and Council.
- Supervise effective chapter administration through ATC, including monitoring day to day activities, slating and elections, and approving Bylaws and Standing Rules.
- Monitor effectiveness of Honor Board for their chapter(s) by tracking paperwork, responding to recommendations from their chapters, sending expulsion compliance packets to Director: Standards, and informing Director: Standards and Council Trustee: Collegians of cases of a sensitive nature. Adhere to timing and deadlines included in the Honor Board processes.
- Work with ATC and chapter to review and approve chapter calendars, in accordance with stated chapter goals.
- Consult with chapter leadership and advisory board regarding implementation of programming and member education requirements and initiatives.
- Review all Anchorbase reports filed by chapter.
- Ensure Fraternity standards are met within chapters and among membership. Make recommendations to ATC and chapter regarding steps to meet, and exceed, Fraternity standards.
- Assist in chapter's Recruitment Preparation Workshop plans and ensure chapter is at or has action plans in place to reach quota/total.
- Work in conjunction with regional team members to support chapter in all areas of operations and development.

#### Volunteer

- Assist in recruitment and training of advisers for chapter.
- Monitor ATC effectiveness and identify resource needs.
- Educate ATC and chapter on risk management procedures and monitor trends in risky campus behaviors, recommending interventions as appropriate.
- Participate in decision group conversations and processes, as needed.



Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of collegians.
- Serve as a resource to Executive Offices.
- Reports to Council Trustee: Collegians with influence from Regional Director and is heavily integrated into the regional team structure.
- Engage in year-end volunteer development assessment by Council Trustee: Collegians and Regional Director.
- Fulfill any and all duties as assigned by Council.

Revised 11/2017



## New Chapter Coordinator

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Leadership member of the Delta Gamma Fraternity. They will attend The Leadership Collective and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through oversight of the operations and in conformity with the Fraternity Constitution

### Key Relationships

- Council and Leadership
- Executive Offices
- Regional Team

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Guide and direct the new chapter under their supervision from installation until transition to the Regional Team.
- Guide and direct the new collegiate officers and their advisers to ensure implementation of Fraternity policies and procedures.
- Serve as the primary contact and resource for the new chapter under their supervision.
- Serve on the new chapter support team.
- Serve on the Regional Collegiate Specialists team.
- Monitor and approve all relevant tasks submitted by the new chapter in Anchorbase.
- Visit the new chapter twice a year and file visit reports with Council, Regional Director and the staff assistant director for collegiate development.
- Assist in selection and training of advisers for the new chapter.
- Supervise advisers for the new chapter and appoint advisers to fill vacancies on the team.
- Monitor the new chapter's Honor Board for efficiency and follow standard procedure for compliance packets.
- Monitor the election process and officer transition for the new chapter.
- Receive, review and approve the new chapter's Master Calendar and Bylaws and Standing Rules following Installation.
- Assist with judging the new chapter for the Patricia Peterson Danielson Award, Founders Award and Parnassus Award eligibility.

#### Volunteer

- Work with New Chapter Recruitment Coordinator during all recruitment preparation and implementation activities.
- Assume duties of Advisory team chair and/or Honor Board Adviser in the case of a vacancy, including management of Candidates List approval, approving events without alcohol, roster changes, etc.
- Serve as a non-voting member of the chapter's Evaluating Committee.



#### Council/Leadership/Staff

- Work cooperatively with Council, regional team, Cabinet, Leadership, Executive Offices and collegiate members on matters relating to the new chapter under their supervision.
- Serve as a resource to Council Trustee: Membership prior to Installation and Council Trustee: Collegians following Installation.
- Communicate with Council and Leadership as needed regarding new chapter programs, housing and development.
- Serve as a resource to Executive Offices and Collegiate Development Consultants serving the new chapter.
- Reports to the Regional Director.
- Communicate special needs of the new chapter to Fraternity visitors prior to visits.
- Engage in regular volunteer development assessment by the Regional Director.
- Fulfill any and all duties as assigned by Council.

Revised 8/2022



## New Chapter Recruitment Coordinator

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Leadership member of the Delta Gamma Fraternity. They will attend The Leadership Collective and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through oversight of the operations and in conformity with the Fraternity Constitution.

### Key Relationships

- Council and Leadership
- Executive Offices
- Regional Team

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Guide and direct the new chapter under their supervision in matters related to recruitment, Panhellenic and public relations.
- Guide and direct the new collegiate officers and their advisers to ensure implementation of Fraternity policies and procedures related to recruitment, Panhellenic and public relations.
- Serve as the primary contact and resource for the new chapter under their supervision for recruitment, Panhellenic and public relations.
- Serve on the new chapter support team.
- Serve on the Regional Collegiate Recruitment Specialists team.
- Monitor and approve all relevant tasks submitted by the new chapter in Anchorbase
- Visit the new chapter twice a year and file visit reports with the Director: Extension, Regional Director, New Chapter Coordinator and the staff assistant director for collegiate development.
- Assist in selection and training of membership and recruitment related advisers for the new chapter.
- Work with Extension Specialist and Regional Director to distribute alumnae survey and evaluate results with New Chapter Coordinator.
- Ensure the new chapter is at Quota/Total or has action plans in place to reach Quota/Total.
- Review and approve membership sections of Bylaws and Standing Rules for the new chapter.
- Ensure that the new chapter understands and is in compliance with the National Panhellenic Conference Unanimous Agreements, recommendations and other guidelines in the NPC Manual of Information, as well as local collegiate Panhellenic recruitment rules.
- Ensure the new chapter is trained and equipped to utilize the Fraternity's and Panhellenic's selected recruitment management tools.

#### Volunteer

- Work with new chapter on all Recruitment Preparation Workshop plans, scheduling and training.
- Assist the staff associate director for education and consultants in coordinating requests and scheduling of Collegiate Development Consultant visits for the new chapter as necessary.
- Assume duties of membership adviser in the case of a vacancy.

#### Council/Leadership/Staff

- Work cooperatively with Council, regional team, Cabinet, Leadership, Executive Offices and collegiate members on recruitment matters for the new chapter under their supervision.
- Serve as a resource to Executive Offices and Collegiate Development Consultants serving the new chapter.
- Reports to Director: Extension.
- Communicate special needs of the new chapter to Fraternity visitors prior to visits.
- Engage in regular volunteer development assessment by Director: Extension.
- Fulfill any and all duties as assigned by Council.



## Council Appointed Specialist

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Leadership member of the Delta Gamma Fraternity. They may be requested to attend Convention, The Leadership Collective, Regional Training Day(s), and other Fraternity seminars by Council. They will travel in an official capacity on behalf of the Fraternity as needed. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Collegians
- Director: Standards
- Director: Chapter Operations
- Director: Member Education
- Director: Programming
- Director: Chapter Development
- Regional Director and Regional Team
- Advisory team chair (ATC)
- Executive Offices

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Assist collegiate chapter under their supervision with guidance related to specific area(s) designated by Council.
- Participate in monthly Regional Team and specialist team conference calls, as needed.
- Identify crisis situations and assist with flow of information between chapter, Regional Team, Executive Offices, and Council.
- Supervise effective chapter administration through ATC.
- Consult with chapter leadership and advisory board regarding implementation of requirements and initiatives.
- Review all Anchorbase reports filed by chapter.
- Ensure Fraternity standards are met within chapters and among membership. Make recommendations to ATC and chapter regarding steps to meet, and exceed, Fraternity standards.
- Work in conjunction with regional team members to support chapter in designated areas of operations and development.

#### Volunteer

- Assist in recruitment and training of advisers for chapter.
- Monitor ATC effectiveness and identify resource needs.
- Educate ATC and chapter on their specific area as appropriate.
- Participate in decision group conversations and processes, as needed.

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of collegians.
- Serve as a resource to Executive Offices.
- Reports to Council Trustee: Collegians with influence from Regional Director and is heavily integrated into the regional team structure.
- Engage in year-end volunteer development assessment by Council Trustee: Collegians and Regional Director.
- Fulfill any and all duties as assigned by Council.



## Constitution and Elections Chairman

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as needed. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Fraternity President
- Fraternity Parliamentarian
- Nominating Committee
- Resolutions Committee
- Tellers Committee
- Executive Offices

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Serve as chairman of the Resolutions Committee.
- Serve as a member of the Tellers Committee.
- Review the Fraternity Constitution and make recommendations for revisions, additions, and deletions.
- Oversee Constitutional amendment process as outlined in the Fraternity Constitution.
- Present proposed Constitutional amendments and rationale at Convention.
- Monitor the Council election process and facilitate member nomination process.
- Ensure Fraternity policies are in compliance with the Fraternity Constitution.
- Assist Fraternity Parliamentarian with the Council Elections Forum.

#### Volunteer

- Assist delegates in preparation of amendments arising at Convention.

#### Council/Cabinet/Staff

- Work cooperatively with Council, Nominating Committee, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of the Fraternity Constitution and elections.
- Serve as a resource to Executive Offices.
- Reports to Fraternity President.
- Engage in year-end volunteer development assessment by Fraternity President.
- Fulfill any and all duties as assigned by Council.

Revised 10/2018



## Fraternity Housing Corporation/Fraternity Management Corporation Member-At-Large 1

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed member of the Delta Gamma Fraternity Leadership. They may attend Convention, Officers Training Seminar (TLC) and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies, and procedures of the Delta Gamma Fraternity.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of operations and in conformity with the Fraternity Constitution.

### Key Relationships

- Fraternity Housing Corporation (FHC)
- Fraternity Management Corporation (FMC)
- Council and Leadership
- Executive Offices (EO)/Office of Housing (OOH) staff
- Regional Teams

### Expectations and Responsibilities

#### Fraternity

- Serve as a board member of FHC/FMC.
- Act as a resource for FHC/FMC Chairman to identify concerns vital to FHC and FMC.
- Act as corporate secretary of the FHC/FMC board and record minutes of each board meeting held.
- Act as corporate treasurer of the FHC/FMC board and assist with annual budget in collaboration with the Office of Housing (OOH) staff.
- Monitor FHC/FMC financials in relation to the budget and identify any areas of concern to the board and staff.
- Review monthly bank reconciliations as provided by the OOH staff.
- Provide training for Regional Housing Specialists (RHSs).
- Maintain knowledge of the Housing Manual.

#### Volunteer

- Communicate with the Council Treasurer, Director of Housing and OOH staff on a regular basis

#### Council/Cabinet/Staff

- Report to FHC/FMC Chairman
- Work cooperatively with Council, Regional teams, Cabinet, Leadership, EO/OOH staff, collegiate/alumnae members on matters of housing
- Share knowledge in professional area of expertise to inform all areas of housing
- Engage in year-end volunteer development assessment by FHC/FMC Chairman
- Prepare FHC/FMC reports annually, biennially, and other updates as requested
- Follow budget and suggest changes
- Fulfill any and all duties as assigned by FHC/FMC board

Revised 09/2022



## Fraternity Housing Corporation/Fraternity Management Corporation Member-At-Large 2

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed member of the Delta Gamma Fraternity Leadership. They may attend Convention, Officers Training Seminar (TLC), and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies, and procedures of the Delta Gamma Fraternity.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of operations and in conformity with the Fraternity Constitution.

### Key Relationships

- Fraternity Housing Corporation (FHC)
- Fraternity Management Corporation (FMC)
- Council and Leadership
- Executive Offices (EO)/Office of Housing (OOH)
- Regional Teams

### Expectations and Responsibilities

#### Fraternity

- Serve as a board member of FHC/FMC.
- Act as a resource for FHC/FMC Chairman to identify concerns vital to FHC and FMC.
- In conjunction with the Office of Housing staff, report to the FHC/FMC board the status of LLC properties and any potential LLC properties and identify vital concerns for LLCs.
- In conjunction with the Office of Housing staff, report to the FHC/FMC board the status of FMC chapters and any potential FMC chapters and identify vital concerns for FMC groups.
- Be familiar with procedures relating to housing and financial operations of local house corporations.
- Review housing policies annually and make recommendations on any changes or additions.
- Provide training for Regional Housing Specialists (RHSs).
- Maintain knowledge of the Housing Manual.

#### Volunteer

- Communicate with the Council Treasurer, Director of Housing and OOH staff on a regular basis

#### Council/Cabinet/Staff

- Report to FHC/FMC Chairman
- Work cooperatively with Council, Regional teams, Cabinet, Leadership, EO/OOH staff, collegiate/alumnae members on matters of housing
- Share knowledge in professional area of expertise to inform all areas of housing
- Engage in year-end volunteer development assessment by FHC/FMC Chairman
- Prepare FHC/FMC reports annually, biennially, and other updates as requested
- Follow budget and suggest changes
- Fulfill any and all duties as assigned by FHC/FMC board

Revised 09/2022



## Foundation Constitution Chairman

The Foundation Constitution Chairman must be a current per capita dues-paying Delta Gamma alumna with knowledge of and a commitment to the Delta Gamma Foundation mission.

### Functions

- Serve on the Delta Gamma Foundation Leadership team adhering to all the general responsibilities of the position; attendance at the Leadership Collective and Convention, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and maintaining fiscal responsibility.
- Advise Delta Gamma members, groups, and officers on issues, policies and procedures, training, and education regarding the Foundation Constitution
- Perform assigned duties in conformity with the Foundation Constitution and policies and procedures of the Delta Gamma Fraternity and Foundation
- Promote the high standards and ideals of Delta Gamma Fraternity

### Responsibilities and Expectations

- Monitor and update the Foundation Constitution and Foundation Policies and Statements of Clarification in consultation with the Board of Trustees.
- Review the Foundation Constitution and recommend revisions, additions, and deletions.
- Oversee the Constitutional amendment process as outlined in the Foundation Constitution
- Draft and present proposed Constitutional amendments and rationale at the Foundation annual meeting, as needed or requested.
- Monitor and update materials regarding the Foundation Constitution.
- Monitor the Foundation Board of Trustees election process.
- Manage the Foundation participant nomination process.
- Address inappropriate Board of Trustees election behavior in conjunction with the Foundation Parliamentarian and in consultation with the Chair, as appropriate.
- Serve as the official timer for the Board of Trustees election forum, if applicable
- Tabulate the votes of the Board of Trustees election.
- Assist the Foundation Parliamentarian with the Board of Trustees election forum and the Board of Trustees officer election, if applicable.
- Serve as a member of the Foundation Credentials Committee.
- Consult with the Foundation Parliamentarian, as needed or requested.
- Communicate in a timely manner with Delta Gamma volunteers, as needed or requested.
- Prepare correspondence and respond to inquiries, as needed or requested.
- Support the Foundation within one's ability.
- File personal expense reports and other Foundation reports, as needed or requested.
- Serve as a resource to Executive Offices staff.
- Maintain files, record of term in office, record of expenses, copies of correspondence; and provide transition to their successor.

### Relationships

- Report to the Foundation Board of Trustees Chair
- Consult with and advise the Foundation Board of Trustees, Governance Committee and Foundation Parliamentarian
- Work with the Foundation Executive Director and select Foundation professional staff.



## Foundation Governance Committee Chair

The Governance Committee Chair must be a current per capita dues-paying Delta Gamma alumna with knowledge of and a commitment to the Delta Gamma Foundation mission.

### Functions

- Serve on the Delta Gamma Foundation Leadership team adhering to all general responsibilities of the position/attendance at the Leadership Collective and Convention, regional leadership conferences, and other Delta Gamma events as requested, filing reports and maintaining fiscal responsibility.
- Chair all meetings of the Delta Gamma Foundation Governance Committee.
- Present the annual report of the Governance Committee.
- Provide an effective transition to the incoming Governance Committee Chair.
- Advise Delta Gamma members, groups and officers on issues, policies and procedures, training, and education regarding the Governance Committee, the Election process and Foundation Constitution.
- Perform assigned duties in conformity with the Foundation Constitution and policies and procedures of the Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of the Delta Gamma Fraternity.

### Responsibilities and Expectations

- Maintain files, record of term in office, record of expenses, copies of correspondence and provide transition to her successor.
- Ensure that all forms, nomination materials, calls for nomination, and other items used in the Governance and nomination process are current and relevant.
- Maintain and promote the confidentiality, integrity and dignity of the Governance Committee.
- Engage in regular communication with the Board of Trustees Chair.
- Participate in the training and development of members of the Governance Committee.
- Engage in regular communication with Governance Committee members.
- Educate the Delta Gamma membership regarding the Foundation nomination process and the Election Process using the *ANCHORA* and the Delta Gamma website, social media and electronic communications.
- Participate in the preparation of the slate of qualified nominees for election to the Board of Trustees.
- Present a slate of qualified nominees to the Board of Trustees and voting membership in accordance with the Foundation Constitution.
- Identify and provide to the Board of Trustees names of qualified candidates for Foundation leadership positions and present a list of potential volunteers to the Board of Trustees.
- Consult with the Foundation Parliamentarian and Foundation Constitution Chairman, as needed or requested.
- Communicate in a timely manner with Foundation volunteers, as needed or requested.
- Prepare correspondence and respond to inquiries, as needed or requested.
- Support the Foundation within one's ability.
- File personal expense reports, reviews, and other Foundation reports as needed or requested.
- Serve as a resource to Executive Offices staff.

### Relationships

- Report to the Foundation Board of Trustees Chair.
- Consult with and advise the Foundation Board of Trustees, Governance Committee, the Foundation Constitution Chairman and the Foundation Parliamentarian.
- Works with the Foundation Executive Director and select Foundation professional staff.

Revised 03/2023



## Foundation Governance Committee Member

The Governance Committee member must be a current per capita dues-paying Delta Gamma alumna with knowledge of and a commitment to the Delta Gamma Foundation mission.

### Functions

- Serve on the Delta Gamma Foundation Leadership team adhering to all the general responsibilities of the position, attendance at the Leadership Collective and Convention, regional leadership conferences and other Delta Gamma events as requested, filing reports and maintaining fiscal responsibility.
- Advise Delta Gamma members, groups and officers on issues, policies and procedures, training and education regarding the Governance Committee and the election process as per the Foundation Constitution.
- Perform assigned duties in conformity with the Foundation Constitution and policies and procedures of the Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

### Responsibilities and Expectations

- Maintain and promote the confidentiality, integrity and dignity of the Governance Committee.
- Engage in regular communication with Governance Committee members.
- Participate in the training and development of Governance Committee members.
- Educate the Delta Gamma membership regarding the Foundation nomination process and the election of Foundation Trustees.
- Promote the nomination process using the *ANCHORA*, the Delta Gamma website, social media and emails.
- Participate in all meetings of the Delta Gamma Foundation Governance Committee.
- Develop and maintain a current list of functional needs and qualifications for trustees.
- Participate in the preparation of a slate of qualified nominees for election to the Board of Trustees.
- Participate in the identification of qualified candidates for Foundation leadership positions and presentation of a list of potential volunteers to the Board of Trustees.
- Administer a survey at least once per year, preferably mid-term, to assess the performance of the Board of Trustees.
- Communicate in a timely manner with Foundation volunteers, as needed or requested.
- Prepare correspondence and respond to inquiries, as needed or requested.
- Support the Foundation within one's ability.
- File personal expense reports, reviews, and other Foundation reports, as needed or requested.
- Serve as a resource to the Executive Offices staff.
- Maintain files, record of term in office, record of expenses and copies of correspondence.

### Relationships

- Report to the Chair of the Governance Committee.
- Consult with and advise the Foundation Board of Trustees, Foundation Constitution Chairman and the Foundation Parliamentarian.
- Works with the Foundation Executive Director and select Foundation professional staff.

Revised 03/2023



## Foundation Parliamentarian

The Foundation Parliamentarian must be a current per capita dues-paying Delta Gamma alumna with knowledge of and a commitment to the Delta Gamma Foundation mission.

### Functions

- Serve on the Delta Gamma Foundation Leadership team adhering to all the general responsibilities of the position; attendance at the Leadership Collective and Convention, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and maintaining fiscal responsibility.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of the Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

### Responsibilities and Expectations

- Serve as a consultant to the Foundation Board of Trustees Chair on matters relating to parliamentary procedure.
- Provide parliamentary procedure consultation in preparation for and during the Foundation annual meeting.
- Address inappropriate Board of Trustees election behavior in conjunction with the Foundation Constitution Chairman and in consultation with the Chair, as appropriate.
- Preside over the Board of Trustee election forum, when applicable.
- Assist the Foundation Constitution Chairman with the Board of Trustees officer election.
- Serve in an advisory capacity on parliamentary procedure to the Board of Trustees, Foundation Directors and Coordinators, members of the Foundation, and the Governance Committee
- Possess a thorough knowledge of the Foundation Constitution, Foundation policies and procedures, and Robert's Rules of Order Newly Revised.
- Consult with the Foundation Constitution Chairman, as needed or requested.
- Communicate in a timely manner with Delta Gamma volunteers, as needed or requested.
- Prepare correspondence and respond to inquiries, as needed or requested.
- Support the Foundation within one's ability.
- File personal expense reports, reviews, and other Foundation reports, as needed or requested.
- Serve as a resource to the Executive Offices staff.
- Maintain files, record of term in office, record of expenses, copies of correspondence, and provide transition to their successor.

### Relationships

- Report to the Foundation Board of Trustees Chair.
- Consult with and advise the Foundation Board of Trustees, Governance Committee, and the Foundation Constitution Chairman.
- Works with the Foundation Executive Director and select Foundation professional staff.

Revised 03/2023



## Nominating Committee Chairman

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, TLC and other Fraternity seminars as requested by Council. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development and oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Fraternity President
- Fraternity Constitution and Elections Chairman
- Fraternity Parliamentarian
- Executive Offices
- Nominating Committee

### Other Interactions

- General Membership
- Regional constituents

### Expectations and Responsibilities

- Facilitate and lead the work of the Nominating Committee.
- Maintain and promote confidentiality, integrity, respect and dignity of the Nominating Committee according to the developed guidelines for behavior.
- Become familiar with the Fraternity Constitution, Nominating Committee Handbook, and policies and procedures relating to the nominating process.
- Sign and adhere to confidentiality agreement with the Fraternity.
- Schedule Nominating Committee planning and slating meetings as needed.
- Follow procedures and timelines defined in the Fraternity Constitution.
- Maintain frequent and regular communication with other Nominating Committee members and keep accurate records.
- Educate the membership of the Fraternity about nominating/election procedure via the *ANCHORA*, Delta Gamma website, e-communications and other mailings.
- Secure the best available leadership for the Fraternity by slating qualified candidates for Council positions.
- Ensure appropriate acknowledgement of all recommendations for Council are sent.
- Ensure appropriate correspondence and/or forms to those nominated for Council are sent.
- Present Nominating Committee report to the Convention body at Convention.
- Meet with newly elected Nominating Committee at Convention to ensure a smooth transition.
- Properly dispose of (shred and delete) files of all information related to specific candidates and potential candidates and send files to the new Nominating Committee Chairman. 08/16



## Nominating Committee Member

**Position Summary:** This position will be a dues-paying alumna member serving as an elected member of the Delta Gamma Fraternity Leadership. They may attend Convention, TLC or other Fraternity seminars if requested by Council. They will attend Nominating Committee planning and slating meetings as requested by the Nominating Committee Chairman. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development and oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Fraternity President
- Fraternity Constitution and Elections Chairman
- Fraternity Parliamentarian
- Executive Offices
- Nominating Committee

### Other Interactions

- General Membership
- Regional constituents

### Expectations and Responsibilities

- Maintain and promote confidentiality, integrity, respect and dignity of the Nominating Committee according to the developed guidelines for behavior.
- Sign and adhere to confidentiality agreement with the Fraternity.
- Become familiar with the Fraternity Constitution, Nominating Committee Handbook, and policies and procedures relating to the nominating process.
- Maintain frequent and regular communication with other Nominating Committee members and keep accurate records.
- Educate the membership of the Fraternity about nominating/election procedure via the *ANCHORA*, Delta Gamma website, e-communications and other mailings.
- Secure the best available leadership for the Fraternity by slating qualified candidates for Council positions.
- Send appropriate acknowledgement of all recommendations for Council.
- Send appropriate correspondence and/or forms to those nominated for Council.
- Properly dispose of (shred and delete) files of all information related to specific candidates and potential candidates and send files to the new Nominating Committee Chairman.

Revised 08/2016



## Panhellenic Support Specialist

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Leadership member of the Delta Gamma Fraternity. They may attend Convention, The Leadership Collective, Regional Training Day(s), and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as needed. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- NPC Delegate
- NPC Alternate Delegates
- Other Non-Delegation Area Advisors
- Council and Leadership
- Chapter vice presidents: Panhellenic
- Collegiate Panhellenic officers who are members of Delta Gamma
- Director: Extension and Panhellenic Development

### Other Interactions

- NPC Area Advisor Coordinator
- Area Advisors and Non-Delegation Area Advisors in the other NPC member groups
- NPC office staff
- Regional Teams
- Executive Offices Communication staff members
- CDCs, CDSs, CRSs
- Chapter Panhellenic Advisors
- Alumnae Panhellenic officers and delegates

### Expectations and Responsibilities

#### Fraternity

- Develop a relationship with the chapter vice presidents: Panhellenic
- Understand and be knowledgeable of the NPC Unanimous Agreements
- Navigate the current NPC Manual of Information
- Serve as a NPC non-delegation area advisor, working with campus Panhellenics as assigned by NPC
- Serve as the regional resource for the collegiate chapter vice presidents: Panhellenic, chapter Panhellenic advisors, Delta Gamma Collegiate Panhellenic executive board officers and Regional Team on Panhellenic-related issues
- Escalate issues, as needed, to the NPC Delegate
- Provide content as requested for internal Panhellenic publications, training, education and communication
- Work with the NPC Delegation on training and education on NPC and collegiate Panhellenic topics for Council, Cabinet, collegians and alumnae
- Handle campus-specific general Panhellenic communication (Panhellenic bylaw revisions, extension votes, Panhellenic recruitment rules revisions, local Panhellenic votes, campus documents)
- Encourage DG women to become Panhellenic officers and advocate for NPC

#### Volunteer

- Correspond regularly with the NPC Delegation, appropriate Regional Team members and Executive Offices staff

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices, collegiate members and NPC on Panhellenic-related issues
- Reports to NPC Delegate and NPC Area Advisor Coordinator
- Engage in year-end volunteer development assessment by NPC Delegate
- Prepare reports and other updates as requested by Delta Gamma and NPC
- Fulfill any and all duties as assigned by Council and NPC

Revised 03/2018



## Parliamentarian

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Leadership member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as needed. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity.

**Charge:** Members of the Fraternity Leadership are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Fraternity President
- Constitution and Elections Chairman
- Tellers Committee
- Executive Offices

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Serve as chairman of the Tellers Committee.
- Serve as a consultant to the Fraternity President and Constitution and Elections Chairman on matters relating to the Fraternity Constitution.
- Conduct a parliamentary procedure workshop at Convention if scheduled.
- Provide parliamentary procedure consultation in preparation for and during all Fraternity General Sessions.
- Moderate the Council Election Forum when applicable.
- Provide consultation for the election process.
- Serve as chairman of the regional nominating committee representative elections.
- Serve in an advisory capacity on parliamentary procedure to Council, Cabinet, Convention delegates, etc.
- Have a thorough knowledge of the Fraternity Constitution, policies and procedures of the Fraternity and Robert's Rules of Order Newly Revised.

#### Volunteer

- Provide parliamentary procedure training as directed by the Council.

#### Council/Cabinet/Staff

- Work cooperatively with Council, Nominating Committee, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of parliamentary procedure, the Fraternity Constitution and elections.
- Serve as a resource to Executive Offices.
- Reports to Fraternity President.
- Engage in year-end volunteer development assessment by Fraternity President.
- Fulfill any and all duties as assigned by Council.

Revised 10/2018



## Regional Teams

### Regional Director

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, Officers Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as requested. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention, as well as an official voting member of the Foundation.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through oversight of the operations, and in conformity with the Fraternity Constitution.

#### Key Relationships

- Fraternity President
- Council and Cabinet
- Executive Offices
- Regional team

#### Other Interactions

- General Membership
- Public

#### Expectations and Responsibilities

##### Region

- Serve as team leader of their regional team, including New Chapter Coordinators.
- Arrange and facilitate monthly communications with regional team.
- Facilitates collection and review process for Collegiate Chapter Evaluations and annual Alumnae Review.
- Plan annual awards with regional team.
- Organize and direct regional team in training and leadership seminars within region based on assessed needs.
- Coordinate regional team travel budget, working with Council and regional team to determine priorities and allocation of funds.
- Visit chapters as directed by Council to assess practices and recommend development strategies.
- Collaborate with the Director: Extension to appoint an advisory team for each new chapter and fill vacancies prior to Installation.
- Participate in the selection process for New Chapter Coordinators for each new chapter within their region.
- Work collaboratively with Director: Awards to develop recognition for the George Banta Award.

##### Volunteer

- Visit alumnae and collegiate chapters in their region as needed.
- Assist with recruitment of advisers for their region.
- Review advisory team training and development as necessary, and serve as a resource for regional specialists.
- Engage in regular volunteer development assessments with volunteers reporting to this position, and to in turn be assessed by those volunteers.
- Receive and act upon all questions and concerns from Council, Leadership, alumnae and collegians regarding new chapter development.

##### Council/Cabinet/Staff

- Serve as a liaison to Council for collegiate and alumnae affairs in their region.
- Serve as a resource to Executive Offices.
- Reports to Fraternity President.
- Prepare Council updates on region as requested by Fraternity President and quarterly report.
- File annual budget request.
- Fulfill any and all duties as assigned by Council.

Revised 08/2016



## Regional Alumnae Specialist

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as needed. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Alumnae
- Director: Alumnae Operations
- Director: Alumnae Development
- Director: Lifetime Engagement
- Regional Director and Regional Team
- Foundation Director: Alumnae Services
- Executive Offices

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Evaluate alumnae group operations, recruitment and programming via Anchorbase reports
  - Host, at minimum, two calls with assigned groups annually. Communicate at least quarterly around technology, recruiting, etc. Also, be available for questions from groups as needed.
- Complete Alumnae Group Evaluation annually and use it as a tool to work with the Regional Director and alumnae team to evaluate the overall health of alumnae groups.
  - Identify any needed alumnae group status changes and be knowledgeable of the steps to initiate each process (revitalization, merger, disbandment, etc.).
- Plan and implement alumnae officer training and education.
- Serve as an alumna initiate program liaison.
- Understand the Membership Reinstatement policy for any women looking to rejoin Delta Gamma.
- Participate in monthly regional and alumnae team conference calls to present alumnae group challenges and assist in collumnae relations.
- Review Convention and Fraternity award applications and select recipients of regional awards.
- Send an update of monthly activities to the alumnae team by the 15th of the month, by means determined by alumnae team leadership.
- Assist Regional Director with alumnae special anniversary celebrations.
- Work with Foundation Director: Alumnae Service and Fundraising to further educate and develop alumnae efforts in support of the Delta Gamma Foundation.
- Attend The Leadership Collective as well as any other alumnae related seminars (such as the Alumnae Academy); assist the Council Trustee: Alumnae, Director: Alumnae Development, Director: Alumnae Engagement and Director: Alumnae Resources as directed.

#### Volunteer

- Provide technology support and training for alumnae groups to ensure reporting and use of resources including Anchorbase, memberplanet, OmegaOne and the website document library.
- Support alumnae-wide communications providing alumnae specific information and updates as well as sharing stories of alumnae as needed.
- Make at least two alumnae chapter visits per year, virtual or in person.



Council/Cabinet/Staff

- Work cooperatively with Council, regional teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of alumnae.
- Serve as a liaison between the Alumnae Team and the regional team.
- Serve as a resource to Executive Offices.
- Reports to Regional Director with influence from Council Trustee: Alumnae.
- Engage in year-end volunteer development assessment by Regional Director.
- Fulfill any and all duties as assigned by Council.

Revised 03/2023



## Regional Collegiate Specialist

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective, Regional Training Day(s), and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as needed. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Collegians
- Council Trustee: Fraternity Programming
- Director: Standards
- Director: Chapter Operations
- Director: Member Education
- Director: Programming
- Director: Chapter Development
- Director: Advisers
- Regional Director and Regional Team
- Executive Offices

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Assess all collegiate chapters under their supervision annually via the Collegiate Chapter Evaluation process.
- Participate in monthly Regional Team and specialist team conference calls.
- Identify crisis situations and assist with flow of information between chapter, Regional Team, Executive Offices, and Council.
- Supervise effective chapter administration through ATCs, including monitoring day to day activities, slating and elections, and approving Bylaws and Standing Rules.
- Monitor effectiveness of Honor Boards for their chapters by tracking paperwork, responding to recommendations from their chapters, sending expulsion compliance packets to Director: Standards, and informing Director: Standards and Council Trustee: Collegians of cases of a sensitive nature. Adhere to timing and deadlines included in the Honor Board processes.
- Work with ATCs and chapters to review, and approve chapter calendars, in accordance with stated chapter goals and Initiation
- Consult with chapter leadership and advisory board regarding implementation of programming and member education requirements and initiatives.
- Review Convention and Fraternity award applications and select recipients of regional awards.
- Review all Anchorbase reports filed by chapters.
- Assist Regional Director with collegiate chapter special anniversary celebrations.
- Ensure Fraternity standards are met within chapters and among membership. Make recommendations to ATCs and chapter regarding steps to meet, and exceed, Fraternity standards.

#### Volunteer

- Monitor ATC effectiveness and identify resource needs.
- Educate ATCs and chapters on risk management procedures and monitor trends in risky campus behaviors, recommending interventions as appropriate.
- Participate in decision group conversations and processes, as needed.



Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of collegians.
- Serve as a resource to Executive Offices.
- Reports to Regional Director with influence from Council Trustee: Collegians and Council Trustee: Fraternity Programming.
- Engage in year-end volunteer development assessment by Regional Director.
- Fulfill any and all duties as assigned by Council.

Revised 06/2017



## Regional Collegiate Recruitment Specialist

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as needed. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Council Trustee: Membership
- Director: Collegiate Recruitment Development
- Director: Collegiate Recruitment Operations
- Director: Extension and Panhellenic Development
- Chapter Evaluating Committee members (chapter president, vp: membership, director: recruitment records, advisory team chair (ATC), membership adviser, director: recruitment/COB)
- vp: Panhellenic and chapter Panhellenic adviser (if applicable)
- Membership team
- National Panhellenic Conference (NPC) Delegate resource
- Collegiate Recruitment Consultants (CRC)
- Regional Director and Regional Team
- Executive Offices

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Provide training and advisement for all chapter Evaluating Committee members in their region to meet the criteria of Fraternity Standard #5. This Standard addresses recruitment preparation, achieving Quota and Total, the Continuous Open Bidding (COB) process (as applicable), membership selection criteria, recommendation process and proper use of Fraternity-approved recruitment software
- Ensure each chapter upholds the Fraternity Constitution and all recruitment-related policies, procedures and position statements.
- Consult vp: membership and membership adviser annually on revisions needed to chapter bylaws and standing rules.
- Score each chapter's recruitment section on the Patricia Peterson Danielson (PPD) Award application annually and assist in the review of Convention, Fraternity and regional awards as requested.
- Participate in monthly Regional Team and Membership Team conference calls.
- Ensure chapters in their region promptly and accurately report the results of all recruitment periods, including Quota/Total for all primary and COB recruitment periods.
- Review Release Figure Methodology (RFM) reports for each of their chapters and provide strategic advisement to each chapter to increase their recruitment strength.
- Review all membership reports filed regarding their chapters, including Collegiate Development Consultant (CDC) and RFM reports.
- Assess the recruitments of all collegiate chapters under their supervision annually via the Collegiate Chapter Evaluation (CCE) Process.
- Review all Anchorbase recruitment reports filed by chapters in their region.
- Advise their chapter vps: Panhellenic on collegiate Panhellenic issues and communicate with NPC Delegate Resource as needed.



#### Volunteer

- Communicate regularly with all CRCs assigned to chapters in their region.
- Train and oversee membership advisers in their region and identify resources needed.
- Assist in planning Recruitment Preparation Workshops (RPWs) for their chapters.

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of recruitment.
- Serve as a resource to Executive Offices staff.
- Reports to Regional Director with influence from Council Trustee: Membership.
- Engage in year-end volunteer development assessment by Regional Director.
- Fulfill any and all duties as assigned by Council.

Revised 06/2017



## Regional Finance Specialist

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. They will attend Convention, The Leadership Collective and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as needed. They will perform assigned duties in conformity with the Constitution, policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member of Convention.

**Charge:** Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of the operations, and in conformity with the Fraternity Constitution.

### Key Relationships

- Fraternity Treasurer
- Director: Finance
- Regional Director and Regional Team
- Collegiate chapter vp: finance and chapter financial advisers (CFA)
- Executive Offices

### Other Interactions

- Alumnae group treasurers
- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Guide and direct collegiate officers in their region to ensure Fraternity financial policies and procedures are implemented.
- Participate in monthly Regional Team and Regional Finance Specialist conference calls.
- Collaborate with RHS to address issues related to the chapter's financial relationship to the house corporation.
- Demonstrate thorough understanding of the collegiate finance accounting software.
- Monitor collegiate chapters that are on Council status due to financial concerns.
- Alert Fraternity Treasurer of chapters that have been removed from status.
- Review Convention and Fraternity award applications and select recipients of regional awards.
- Review monthly financial reports for their chapters.
- Complete the finance section of the Collegiate Chapter Evaluation form for collegiate chapters in their region.

#### Volunteer

- Provide financial information and support as needed and identify vital financial concerns for the finance team.
- Support and assist Director: Finance in responding to alumnae group and collegiate chapter financial issues.
- Support and assist housing team in responding to house corporation issues related to collegiate financial matters.

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of finance.
- Serve as a resource to Executive Offices.
- Reports to Regional Director with influence from Fraternity Treasurer and Director: Finance.
- Engage in year-end volunteer development assessment by Regional Director.
- Fulfill any and all duties as assigned by Council.

Revised 07/2017



## Regional Foundation Coordinator

### Requirements

- Must be a current, dues paying Delta Gamma alumna member.
- Must be a Foundation donor.

### Functions

- To serve on the Delta Gamma Foundation team, adhering to the general responsibilities of the position – attendance at the Leadership Collective and Convention; participating in all scheduled Foundation and regional team conference calls; filing reports; maintaining fiscal responsibility.
- To serve as the primary contact for Delta Gamma groups in the assigned region in the areas of service and fundraising.
- Be knowledgeable of all Delta Gamma Foundation initiatives including Foundation funded Fraternity programs and impart that knowledge to Delta Gamma groups in the assigned region.
- To perform assigned duties in conformity with the Foundation Constitution and policies and procedures of Delta Gamma Foundation and Fraternity.
- To promote the high standards and ideals of Delta Gamma Fraternity.
- A member serving in this role is an official voting member of the Foundation.

### Responsibilities

- Encourages Delta Gamma groups in the assigned region to hold fiscally responsible fundraising events that conform to Delta Gamma Foundation policies and procedures.
- Monitors all Delta Gamma groups in the assigned region regarding volunteer Do Good Service for Sight Hour activities in Anchorbase.
- Provides service and fundraising ideas and education to Delta Gamma groups in the assigned region under the direction of the appropriate Foundation Director.
- Oversees Anchorbase reporting information regarding fundraising activities and event proceeds generated from those activities for all Delta Gamma groups in the assigned region.
- Identifies potential Foundation donors and relays their contact information to Foundation development team at Executive Offices.
- Communicate with Delta Gamma groups regarding successes and concerns which come to attention in visit information and correspondence from Collegiate Development Consultants, Alumnae Development Consultants, regional officers and Foundation professional staff.
- Assists collegiate chapters and alumnae groups in the assigned region in locating local volunteer Service for Sight opportunities under the direction of the appropriate Foundation Directors.
- Communicates with the Delta Gamma groups in the assigned region on a regular basis, cultivating relationships with collegiate vice president: Foundation, director: Anchor Splash, director: fundraising and alumnae president, alumnae vice president: Foundation or alumnae fundraising chair.
- Serves on a team with fellow Foundation Coordinators under the supervision of the Foundation Director: Collegiate Fundraising.
- Serves on assigned Fraternity regional team.
- Participates in monthly regional team conference calls.
- Participates in Foundation team conference calls as determined necessary by Foundation Director: Collegiate Fundraising.
- With advance notice/approval by Foundation Director: Collegiate Fundraising and the Regional Director, may be asked to visit collegiate chapters/alumnae groups in the region as needed and as budget permits. File a report of the visit within two weeks with the Board of Trustees, the Region Team and any other Directors (Foundation or Fraternity), as appropriate.



## Relationships

- **FOUNDATION DIRECTORS.** To communicate as needed and/or directed by Foundation Directors and other Foundation volunteers in the best interest of their chapters.
- **FRATERNITY REGIONAL TEAM.** To maintain an informed relationship with the assigned Regional Team regarding Foundation service/fundraising for all collegiate chapters and alumnae groups in assigned region.
- **COLLEGIATE & ALUMNAE DEVELOPMENT CONSULTANTS.** To serve as a resource and communicate Foundation needs regarding the Delta Gamma groups in the assigned region.
- **FOUNDATION BOARD OF TRUSTEES.** To act as a resource to the Board of Trustees. To respond to Board of Trustee directives and initiatives.
- **EXECUTIVE OFFICES.** To communicate as needed and advise as related to Foundation issues regarding Delta Gamma groups under assigned supervision.
- **GENERAL MEMBERSHIP.** To communicate as needed and answer Foundation related questions for and about Delta Gamma groups in the assigned region.
- **OTHER.** To assume relationships necessary to accomplish those duties assigned by the Board of Trustees.
- **PUBLIC.** To communicate in a positive and professional manner the purpose and objects of the Foundation.
- Works under the supervision of the Foundation Director: Collegiate Fundraising.

Revised 05/2021



## Regional Housing Specialist

### Position Summary

This position will be a dues-paying alumna member serving as a Council-appointed Cabinet member of the Delta Gamma Fraternity. She will attend Convention, Officers Training Seminar (TLC) and other Fraternity seminars as requested by Council. They will travel in an official capacity on behalf of the Fraternity as needed. They will perform assigned duties in conformity with the Constitution and the policies and procedures of the Delta Gamma Fraternity. A member serving in this role will be an official Fraternity voting member at Convention.

### Charge

Members of the Fraternity Cabinet are charged with fulfilling the mission of Delta Gamma by guiding the strategic vision of the Fraternity, through policy development, oversight of operations and in conformity with the Fraternity Constitution.

### Key Relationships

- Fraternity Treasurer
- Director: Housing
- EO staff director of housing operations and Office of Housing (OOH)
- Fraternity Housing Corporation (FHC)
- Fraternity Management Corporation (FMC)
- Collegiate chapters (whether house corporations, LLCs or FMC)
- Collegiate director of house management/chapter property
- Local house corporations
- Council and Leadership
- Regional Teams

### Expectations and Responsibilities

#### Fraternity

- Serve as liaison between collegiate chapters in her region, housing leadership and Office of Housing (OOH) staff, particularly in communicating needs, concerns, and trends relative to campus housing.
- Provide guidance to chapters relative to the housing section of their BLSR and strategies for maintaining a full house.
- Serve as liaison between house corporations in her region, housing leadership and OOH staff.
- Facilitate the house corporation budget process and approve final house corporation budgets for her region.
- Demonstrate understanding of housing documents stored on Anchorbase.
- Review compliance tracker to ensure house corporations are compliant.
- Monitor house corporations that have loans or may anticipate a major project and/or need for financing.
- Maintain thorough knowledge of the Regional Housing Specialist Handbook and the Housing Manual

#### Volunteer

- Function as a resource to house corporation boards on operations, governance, policies, and financial concerns
- Evaluate house corporations and individual officers for potential recognition or awards.
- Contact officers who will be ending their term and offer assistance with recruiting, if needed.

#### Council/Cabinet/Staff

- Report to Regional Director with influence from Fraternity Treasurer and Director: Housing
- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices/Office of Housing, collegiate/alumnae members on matters of housing
- Engage in year-end volunteer development assessment by Regional Director
- Fulfill any and all duties as assigned by Council

Revised 09/2022



# Collegiate Chapter Advisers

## Advisory Team Summary

Chapter advisory team members are responsible for working with chapter officers in specific areas. The main advisory team consists of advisory team chair (ATC), Honor Board adviser, member education adviser, membership adviser and chapter financial adviser (CFA). As more volunteers are available, additional advisers may sometimes be added to meet the needs of the chapter in areas such as programming, Foundation, communications, new members, etc.

## Adviser Position Descriptions

As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to:

- Foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution.
- Support and empower the collegians as they work to achieve the goals that they set for themselves.
- Coach collegians by utilizing a ritual and values-based approach.
- Coach collegiate members to use Fraternity resources, policies and external resources.
- Demonstrate leadership by example of lifetime membership within the Fraternity.

Details for various adviser roles are included in the following pages.



## Advisory team chair (ATC)

**Position Summary:** This position will be a dues-paying alumna serving as the primary representative of the collegiate chapter advisory team. While this role mainly advises the chapter president and the director of committees, the ATC is also responsible for advising any vice presidents and subsequent directors for areas in which there is an adviser vacancy.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- Regional Director (RD)
- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter president
- collegiate chapter officers
- advisory team members
- house corporation board president, as applicable
- local alumnae group officers
- Evaluating Committee (EVC)
  - EVC consists of the president, vp: membership, director of recruitment records, director of primary recruitment, director of continuous recruitment and retention, ATC and membership adviser

### Other Interactions

- campus fraternity/sorority adviser

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity standards, policy, and procedures.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends any required Fraternity and/or Foundation trainings as specified, including but not limited to Anchor Academy/Convention and Adviser Training Academy (ATA), unless otherwise granted a waiver through the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets, either virtually or in person, with chapter officers under their advisement.



- Is required to participate, whether virtually or in person, in:
  - Nominating committee meeting
  - Evaluating Committee (EVC) meeting before primary recruitment
  - Additional Evaluations during primary recruitment
  - EVC during primary recruitment
  - Certain Recruitment Preparation Workshops (RPWs)
  - Primary recruitment rounds (shared coverage with membership adviser or advisory team)
  - Elections (another member of the advisory team can attend in place of the ATC)
  - Formal transition workshop (another member of the advisory team can attend in place of the ATC)
  - If the chapter does not have an Honor Board adviser, the ATC should serve as the adviser to the retention committee
- Is recommended to participate, whether virtually or in person, in:
  - Chapter management team (CMT)/joint chapter management team (JCMT) meetings weekly (another member of the advisory team can attend in place of the ATC)
  - Chapter Bylaws and Standing Rules (BLSR) planning with CMT
  - BLSR vote with chapter
  - Transition meetings for the officers they advise
- In the event of a remote chapter financial adviser, vp: finance transition meeting to change signatures on the bank account: required attendance, in person

#### Advisory Team

- Reports to the Regional Director.
- Serves as advisory team leader and main adviser contact.
- Recruits volunteers to fill all roles on the advisory team, with a priority on filling the roles of chapter financial adviser (CFA), Honor Board adviser (HBA), membership adviser, and member education adviser.
- Regularly attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Coordinates and leads advisory team meetings at least twice per year using virtual tools or in person gatherings.
- Communicates with members of the advisory team at least once per month, although it is recommended to check in more frequently.

**Remote Consideration:** This role could be held by a remote volunteer, provided they are able and willing to travel to the chapter for required events as needed or as determined by the regional team/Fraternity Council.

Revised 8/2022



## Honor Board Adviser (HBA)

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: social standards, as well as any additional directors who fall under their area, unless another adviser is specifically designated for those roles. In the absence of a social events adviser, special events adviser, and/or a social awareness adviser, the HBA would also advise the directors with whom those roles work, provided the chapter officer structure includes those roles.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster a chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- advisory team chair (ATC)
- collegiate chapter officers; specifically, the vp: social standards and members of Honor Board, and the directors of social events, social awareness, and special events as applicable if no designated adviser for their positions
- social events adviser and special events adviser, as applicable
- retention committee
  - retention committee consists of the Honor Board member-at-large, director of DG Dialogues, director of scholarship, director of new members, director of continuous recruitment and retention and HBA

### Other Interactions

- Other advisory team members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is required to participate, whether virtually or in person, in formal hearings and retention committee meetings.
- Is recommended to participate, whether virtually or in person, in weekly Honor Board meetings and the transition meetings for the officers they advise.



#### Advisory Team

- Reports to the ATC.
- Supervises the social events and special events advisers, as applicable based upon the chapter officer structure. When these adviser roles are not filled by another volunteer, the HBA assumes these responsibilities.
- Regularly communicates with their volunteer supervisor and the volunteers whom they supervise.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

**Remote Consideration:** This role could be held by a remote volunteer.

Revised 8/2022



## Social Events Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of social events.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster a chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- Honor Board adviser (HBA)
- director of social events
- advisory team members

### Other Interactions

- social events committee
- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of social events.

#### Advisory Team

- Reports to the HBA.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chair (ATC).

**Remote Consideration:** This role could be held by a remote volunteer.

Revised 02/2020



## Special Events Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of special events.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster a chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- Honor Board adviser (HBA)
- director of special events
- advisory team members

### Other Interactions

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of special events.

#### Advisory Team

- Reports to the HBA.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chair (ATC).

**Remote Consideration:** This role could be held by a remote volunteer.

Revised 02/2020



## Chapter Financial Adviser (CFA)

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: finance and director of funds, as well as any additional directors who fall under their area, unless another adviser is specifically designated for those roles. In the absence of a house management/chapter property adviser, the CFA would also advise the director with whom that role works.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- Regional Finance Specialist (RFS)/New Chapter Finance Coordinator (NCFC)
- advisory team chair (ATC)
- collegiate chapter officers; specifically, the vp: finance, as well as the director of house management/chapter property and director of funds if no designated advisers for those positions
- house management/chapter property and funds advisers, as applicable

### Other Interactions

- other advisory team members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase and greekbill.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is required to participate, whether virtually or in person, in:
  - Chapter management team (CMT) budget review meeting
  - Budget vote at chapter meeting
  - vp: finance transition meeting



#### Advisory Team

- Reports to the ATC.
- Supervises the house management/chapter property and funds adviser. When this adviser role is not filled by another volunteer, the CFA assumes their responsibilities.
- Regularly communicates with their volunteer supervisor and the volunteers whom they supervise.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

**Remote Consideration:** This role could be held by a remote volunteer, but it is recommended that they travel to the chapter for the vp: finance transition meeting, wherever possible.

Revised 02/2020



## House Management/Chapter Property Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of house management/chapter property.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- chapter financial adviser (CFA)
- director of house management/chapter property
- advisory team members

### Other Interactions

- chapter operations committee, as applicable
- Regional Finance Specialist (RFS)/New Chapter Finance Coordinator (NCFC)
- collegiate chapter officers and members
- residents of the chapter property, as applicable

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of house management/chapter property.
- Is recommended to participate, whether virtually or in person, in:
  - In-house member meetings

#### Advisory Team

- Reports to the CFA.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chair (ATC).

**Remote Consideration:** This role could be held by a remote volunteer, but it is recommended that they travel to the chapter for in-house member meetings, wherever possible.

Revised 02/2020



## Funds Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of funds.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- chapter financial adviser (CFA)
- director of funds
- advisory team members

### Other Interactions

- chapter operations committee, as applicable
- Regional Finance Specialist (RFS)/New Chapter Finance Coordinator (NCFC)
- collegiate chapter officers and members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase and greekbill.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of funds.

#### Advisory Team

- Reports to the CFA.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chair (ATC).

**Remote Consideration:** This role could be held by a remote volunteer.

Revised 02/2020



## Membership Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: membership, as well as any additional directors who fall under their area, unless another adviser is specifically designated for those roles. In the absence of a recruitment records adviser and/or continuous recruitment adviser, the membership adviser would also advise the directors with whom those roles work.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- Regional Collegiate Recruitment Specialist (RCRS)/New Chapter Recruitment Coordinator (NCRC)/Collegiate Recruitment Coordinator (CRC)
- advisory team chair (ATC)
- collegiate chapter officers; specifically, the vp: membership, director of primary recruitment, and members of the Evaluating Committee (EVC), and the directors of recruitment records and continuous recruitment and retention if no designated adviser for their positions
  - EVC consists of the president, vp: membership, director of recruitment records, director of primary recruitment, director of continuous recruitment and retention, ATC and membership adviser
- recruitment records adviser and continuous recruitment adviser, as applicable
- campus fraternity/sorority adviser and campus Panhellenic
- chapter financial adviser (CFA)

### Other Interactions

- recruitment committee
- retention committee
- song committee, as applicable
- other advisory team members
- collegiate chapter officers and members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.



#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is required to participate in person in:
  - Primary recruitment rounds (shared coverage with ATC or advisory team)
- Is required to participate, whether virtually or in person, in:
  - EVC meeting before primary recruitment
  - EVC during primary recruitment
  - Additional Evaluations during primary recruitment
- Is recommended to participate, whether virtually or in person, in Recruitment Preparation Workshops (RPWs) and transition meetings for the officers they advise.
- Optionally participates, whether in person or virtually, in Continuous Open Bidding (COB) events.

#### Advisory Team

- Reports to the ATC.
- Supervises the recruitment records and continuous recruitment advisers. When these adviser roles are not filled by another volunteer, the membership adviser assumes these responsibilities.
- Regularly communicates with their volunteer supervisor and the volunteers whom they supervise.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

**Remote Consideration:** This role could be held by a remote volunteer, but at least one adviser is required to be present for primary recruitment rounds. As such, it is essential that the membership adviser and ATC determine a coverage plan in advance of that program.

Revised 08/2022



## Recruitment Records Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of recruitment records.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- membership adviser
- director of recruitment records
- advisory team members

### Other Interactions

- Regional Collegiate Recruitment Specialist (RCRS)/New Chapter Recruitment Coordinator (NCRC)/Collegiate Recruitment Coordinator (CRC)
- members of the Evaluating Committee (EVC)
  - This position is not a member of EVC and thus, does not participate in the confidential meetings.
- collegiate chapter officers and members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of recruitment records.
- Is required to participate, whether virtually or in person, in a recruitment preparation meeting with the director of recruitment records.

#### Advisory Team

- Reports to the membership adviser.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chair (ATC).

**Remote Consideration:** This role could be held by a remote volunteer.



## Continuous Recruitment Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of continuous recruitment and retention.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- membership adviser
- director of continuous recruitment and retention
- advisory team members

### Other Interactions

- Regional Collegiate Recruitment Specialist (RCRS)/New Chapter Recruitment Coordinator (NCRC)/Collegiate Recruitment Coordinator (CRC)
- members of the evaluating committee (EVC)
  - This position is not a member of EVC and thus, does not participate in the confidential meetings.
- collegiate chapter officers and members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of continuous recruitment and retention.
- Is recommended to participate in person in continuous recruitment events.

#### Advisory Team

- Reports to the membership adviser.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chair (ATC).

**Remote Consideration:** This role could be held by a remote volunteer.



## Member Education Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: member education, as well as any additional directors who fall under their area, unless another adviser is specifically designated for those roles. In the absence of a new member education adviser, scholarship adviser, and/or rituals adviser, the member education adviser would also advise the directors with whom those roles work, provided the chapter officer structure includes those roles.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- advisory team chair (ATC)
- collegiate chapter officers; specifically, the vp: member education and the directors of rituals, scholarship, and new members as applicable and if no designated adviser for their positions
- rituals adviser, scholarship adviser, and new member education adviser, as applicable

### Other Interactions

- member education committee, as applicable
- retention committee
- other advisory team members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is recommended to participate, whether virtually or in person, in new member meetings on a rotating basis with the new member education adviser and in the transition meetings for the officers they advise.



#### Advisory Team

- Reports to the advisory team chair (ATC).
- Supervises the rituals, new member education, and scholarship advisers, as applicable based upon the chapter officer structure. When these adviser roles are not filled by another volunteer, the member education adviser assumes these responsibilities.
- Regularly communicates with their volunteer supervisor and the volunteers whom they supervise.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

**Remote Consideration:** It is not recommended that this role be held by a remote volunteer, as the member education adviser assumes the responsibilities of the new member education and rituals advisers in the event of a vacancy. Both roles require the adviser to be in person at various events and programs.

Revised 08/2022



## New Member Education Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of new members.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- member education adviser
- director of new members
- advisory team members

### Other Interactions

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members
- retention committee

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is required to participate in person in:
  - Bid Day
  - New member retreat
  - Big/little reveal
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of new members.
- Is recommended to participate, whether virtually or in person, in:
  - New member meetings (in person preferred)
  - Big/little matching meeting
  - Big sister training



#### Advisory Team

- Reports to the member education adviser.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chair (ATC).

**Remote Consideration:** This role could be held by a remote volunteer, provided they are able and willing to travel to the chapter for required events or as determined by the regional team/Fraternity Council.

Revised 08/2022



## Rituals Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of rituals.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- member education adviser
- director of rituals
- advisory team members

### Other Interactions

- Rituals committee
- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is required to participate in person in:
  - Inspiration/Initiation
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of rituals.
- Is recommended to participate in person in:
  - Pi Alpha Ceremony

#### Advisory Team

- Reports to the member education adviser.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chair (ATC).

**Remote Consideration:** This role could be held by a remote volunteer, provided they are able and willing to travel to the chapter for required events or as determined by the regional team/Fraternity Council.



## Scholarship Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of scholarship.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- member education adviser
- director of scholarship
- advisory team members

### Other Interactions

- scholarship committee
- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of scholarship.
- Is recommended to participate in person in scholarship recognition events.

#### Advisory Team

- Reports to the member education adviser.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chair (ATC).

**Remote Consideration:** This role could be held by a remote volunteer.

Revised 02/2020



## Communications Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: communications and director of e-communications, as well as any additional directors who fall under their area, unless another adviser is specifically designated for those roles. In the absence of a chapter archives adviser and/or public relations adviser, the communications adviser would also advise the directors with whom those roles work, provided the chapter officer structure includes those roles.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- advisory team chair (ATC)
- collegiate chapter officers; specifically, the vp: communications and the directors of e-communications, chapter archives, and public relations as applicable and if no designated adviser for their positions
- chapter archives adviser and public relations adviser, as applicable

### Other Interactions

- communications committee, as applicable
- other advisory team members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is recommended to participate, whether virtually or in person, in the transition meetings for the officers they advise.



#### Advisory Team

- Reports to the advisory team chair (ATC).
- Supervises the chapter archives and public relations advisers, as applicable based upon the chapter officer structure. When these adviser roles are not filled by another volunteer, the communications adviser assumes these responsibilities.
- Regularly communicates with their volunteer supervisor and the volunteers whom they supervise.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

**Remote Consideration:** This role could be held by a remote volunteer.

Revised 02/2020



## Public Relations Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of public relations.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- communications adviser
- director of public relations
- advisory team members

### Other Interactions

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of public relations.

#### Advisory Team

- Reports to the communications adviser.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chair (ATC).

**Remote Consideration:** This role could be held by a remote volunteer.

Revised 02/2020



## Chapter Archives Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of chapter archives.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- communications adviser
- director of chapter archives
- advisory team members

### Other Interactions

- archives committee, as applicable
- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- collegiate chapter officers and members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is recommended to participate, whether virtually or in person, in the transition meeting for the director of chapter archives.

#### Advisory Team

- Reports to the communications adviser.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chair (ATC).

**Remote Consideration:** This role could be held by a remote volunteer.

Revised 02/2020



## Panhellenic Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: Panhellenic, as well as the director of interfraternal activities and the alternate Panhellenic delegate, provided the chapter officer structure includes those roles.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- Panhellenic support specialist (PSS)
- advisory team chair (ATC)
- collegiate chapter officers; specifically, the vp: Panhellenic, and the director of interfraternal relations and alternate Panhellenic delegate as applicable

### Other Interactions

- other advisory team members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Is knowledgeable of the policies and principles outlined in the National Panhellenic Conference (NPC) Manual of Information (MOI) and guides officers to follow best practices as outlined.
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is recommended to participate, whether virtually or in person, in the transition meetings for the officers they advise and College Panhellenic meetings, as necessary.

#### Advisory Team

- Reports to the ATC.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

**Remote Consideration:** This role could be held by a remote volunteer.

Revised 02/2020



## Foundation Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: Foundation, as well as the director of service hours and the director of Lectureships, provided the chapter officer structure includes those roles. In the absence of a fundraising adviser, the Foundation adviser would also advise the directors with whom those roles work, provided the chapter officer structure includes those roles.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- Regional Foundation Coordinator (RFNC)
- advisory team chair (ATC)
- collegiate chapter officers; specifically, the vp: Foundation and the directors of fundraising, Anchor Splash, service hours and Lectureships as applicable and if no designated adviser for their positions
- fundraising adviser and Lectureship adviser, as applicable

### Other Interactions

- Foundation, fundraising, and Anchor Splash/Anchor Games committees, as applicable
- other advisory team members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma Library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is required to participate in person in Lectureship programs, where applicable.
- Is recommended to participate in person in fundraising events and the transition meetings for the officers they advise.
- No participation in service events is required.



#### Advisory Team

- Reports to the ATC.
- Supervises the fundraising adviser, as applicable based upon the chapter officer structure. When this adviser role is not filled by another volunteer, the Foundation adviser assumes these responsibilities.
- Regularly communicates with their volunteer supervisor and the volunteers whom they supervise.
- Attends, either virtually or in person, chapter meetings on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

**Remote Consideration:** This role could be held by a remote volunteer, but it is recommended that they travel to the chapter for fundraising events, wherever possible.

Revised 03/2021



## Fundraising Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of fundraising and director of Anchor Splash.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- Foundation adviser
- collegiate chapter officers; specifically, the directors of fundraising and Anchor Splash, as applicable
- advisory team members
- Lectureship adviser, as applicable

### Other Interactions

- Foundation, fundraising, and Anchor Splash/Anchor Games committees, as applicable
- other advisory team members

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma Library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is recommended to participate in person in fundraising events and in the transition meetings for the officers they advise.

#### Advisory Team

- Reports to the Foundation adviser.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meetings on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

**Remote Consideration:** This role could be held by a remote volunteer, but it is recommended that they travel to the chapter for fundraising events, wherever possible.

Revised 03/2021



## Lectureship Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role advises the director of Lectureships, and works closely with the vp: Foundation, provided the chapter officer structure includes those roles.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- Foundation adviser
- fundraising adviser, as applicable
- collegiate chapter officers; specifically, the director of Lectureship, chapter president, vp: finance, and vp: Foundation
- Regional Foundation Coordinator (RFNC)
- advisory team chair (ATC)

### Other Interactions

- Lectureship, Foundation, and fundraising committees, as applicable advisory team members
- alumnae or university supports that assist as applicable

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma Library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors as appropriate.

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is required to participate in person in Lectureship programs.
- Is recommended to participate in person in fundraising events for Lectureships and the transition meetings for the officers they advise.
- No participation in service events is required.

#### Advisory Team

- Reports to the Foundation adviser.
- Works with the Foundation adviser (or Fundraising adviser) when fundraisers are for Lectureships, as applicable based upon the chapter officer structure.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meetings on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the advisory team chair (ATC).

**Remote Consideration:** This role could be held by a remote volunteer.

Revised 03/2021



## Programming Adviser

**Position Summary:** This position will be a dues-paying alumna serving as a member of the collegiate chapter advisory team. This role mainly advises the vp: programming, as well as the directors of senior programming, alumnae relations and DG Dialogues, provided the chapter officer structure includes those roles.

**Charge:** As collegiate leaders develop their leadership style and pursue their chapter goals, the adviser's role is to foster an advisory team and chapter culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower the collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, advisers should coach collegians to follow Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Advisers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC)
- advisory team chair (ATC)
- collegiate chapter officers; specifically, the vp: programming and the directors of senior programming, DG dialogues, and alumnae relations as applicable

### Other Interactions

- programming committee
- alumnae relations committee, as applicable
- other advisory team members
- retention committee

### Expectations and Responsibilities

#### Fraternity

- Ensures chapter officers and members understand and adhere to Fraternity policy, procedures and requirements.
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma Library and on other Fraternity platforms, such as Anchorbase.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.
- Is recommended to participate, whether virtually or in person, in the transition meetings for the officers they advise

#### Volunteer

- Advises chapter officers in the fulfillment of their position responsibilities as described within the [Collegiate Chapter Officers Manual \(CCOM\)](#).
- Supports chapter officers in their pursuit to meet the [Delta Gamma Fraternity Standards for Collegiate Chapters](#).
- Regularly communicates and meets weekly, either virtually or in person, with chapter officers under their advisement.
- Is required to participate, whether virtually or in person, in the CMT calendar planning meeting(s).
- Is recommended to participate, whether virtually or in person, in DG Dialogues.

#### Advisory Team

- Reports to the ATC.
- Regularly communicates with their volunteer supervisor.
- Attends, either virtually or in person, chapter meeting on a rotating basis with other advisers.
- Participates, either virtually or in person, in advisory team meetings as called by the ATC.

**Remote Consideration:** This role could be held by a remote volunteer.

Revised 08/2022



# House Corporation Board Officers

## House Corporation Board President

**Position Summary:** This position will be a dues-paying alumna serving as the primary representative of the house corporation board.

**Charge:** Along with other board members, work to establish, provide and support a suitable social, and if applicable residential, environment for a collegiate chapter including, but not limited to owning, maintaining, equipping and managing a chapter house or facility.

### Key Relationships

- Regional Housing Specialist
- Office of Housing
- Local House Corporation Board

### Other Interactions

- General Membership
- University Administrators
- Public

### Expectations and Responsibilities

#### Fraternity

- Ensure that the board and corporation abide by the Constitution of Delta Gamma Fraternity and conform to the policies and procedures established by the Council of Delta Gamma Fraternity with respect to financing, governing, building and remodeling of the chapter house facilities.
- Ensure that the board and corporation recognize and abide by any action taken by the Council of Delta Gamma Fraternity with respect to the requested resignation or removal from office of any member of the board of the corporation who does not fulfill properly the requirements of their office, or who fails to comply with the Constitution or requirements of the Council of Delta Gamma Fraternity.
- Act as the house corporation contact for any Fraternity visitors to the chapter including Collegiate Development Consultants.

#### Volunteer

- Ensure that the collegiate chapter president, collegiate vice president: finance, collegiate director of house management, the advisory team chair, and local alumnae president are kept apprised of meetings and, as ex-officio members, cast their votes.
- Ensure that all corporation renewals with local state/province agencies are forwarded promptly to the Office of Housing for completion and payment.

#### House Corporation Board

- Preside at all meetings of the corporation and the board.
- Ensure that all board members are completing the duties listed in their position description
- Ensure that the board holds at least four regular meetings plus an Annual Meeting of the membership during each fiscal year for housed groups and two regular meetings plus an Annual Meeting for unhoused groups.
- Call special meetings of the board upon direction of the board or upon written request of 10 members of the corporation.
- Guide the board in filling any vacancy on the board. If a board member is appointed, they shall serve until the next Annual Meeting at which time a board member will be elected to serve until the expiration of the term of the board member whom they succeed.
- Appoint annually, for housed groups, the following standing committees: building and furnishing committee, nominating committee, and employment committee.
- Appoint an interior/architectural committee when redecorating is apparent.
- Ensure that, for groups with employees, the house corporation maintains an employment committee, whose chairman is an elected director of the house corporation board and appointed by the house corporation board president.
- Sign Certificates of Life Membership as issued by the House Corporation Secretary.
- Perform other duties as may be required of their, from time to time, by the board.



#### Facility

- Ensure that any decision to buy, sell, or otherwise dispose of chapter house facilities or establish a lien thereon, be approved by a majority of the members present at an Annual Meeting of the corporation or at any other meeting of members especially called for that purpose.
- Execute and ensure that all items listed on the Annual House Corporation Calendar (president and treasurer) are completed in the time frame dictated (including filing the Annual Report).
- Execute along with the treasurer: bonds, mortgages, contracts, leases and notes as directed by the board.

Revised 08/2018



## House Corporation Board Vice President

**Position Summary:** This position will be a dues-paying alumna serving as the primary representative of the house corporation board when the house corporation board president is unavailable.

**Charge:** Along with other board members, work to establish, provide and support a suitable social, and if applicable residential, environment for a collegiate chapter including, but not limited to owning, maintaining, equipping and managing a chapter house or facility.

### Key Relationships

- Regional Housing Specialist
- Office of Housing
- Local House Corporation Board

### Other Interactions

- General Membership
- University Administrators
- Public

### Expectations and Responsibilities

#### Fraternity

- Abide by the Constitution of Delta Gamma Fraternity and confirm to the policies and procedures established by the Council of Delta Gamma Fraternity with respect to financing, governing, building and remodeling of chapter house facilities.
- Recognize and abide by any action taken by the Council of Delta Gamma Fraternity with respect to the requested resignation or removal from office of any member of the board of the corporation who does not fulfill properly the requirements of their office, or who fails to comply with the Constitution or requirements of the Council of Delta Gamma Fraternity.

#### House Corporation Board

- Preside at all meetings of the corporation and the board in which the house corporation board president is unable.
- Attend all house corporation board meetings.
- Perform such other duties as may be required of their, from time to time, but the board.

Revised 08/2018



## House Corporation Board Treasurer

**Position Summary:** This position will be a dues-paying alumna who ensures that the house corporation has adequate reserves for current and future expenses and confirm that the financial records are accurate.

**Charge:** Along with other board members, work to establish, provide and support a suitable social, and if applicable residential, environment for a collegiate chapter including, but not limited to owning, maintaining, equipping and managing a chapter house or facility.

### Key Relationships

- Regional Housing Specialist
- Office of Housing
- Local House Corporation Board

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Abide by the Constitution of Delta Gamma Fraternity and confirm to the policies and procedures established by the Council of Delta Gamma Fraternity with respect to financing, governing, building and remodeling of chapter house facilities.
- Recognize and abide by any action taken by the Council of Delta Gamma Fraternity with respect to the requested resignation or removal from office of any member of the board of the corporation who does not fulfill properly the requirements of their office, or who fails to comply with the Constitution or requirements of the Council of Delta Gamma Fraternity.

#### Office of Housing

- Communicate any changes to the property or payroll that requires an insurance increase or decrease with the Office of Housing.
- Complete a five year capital budget using the form provided and submit to the Office of Housing.
- Finalize and approve annual house corporation budget as prepared by the Office of Housing. Used proposed budget form as provided. Present to the board and collegiate chapter.
- Send a copy of the approved budget to the Office of Housing for approval by the Regional Housing Specialist.
- Forward all invoices or instruct vendors to do so to the Office of Housing for payment in a timely manner.
- Notify the Office of Housing of any invoices which should be billed back to the chapter for repair of damage beyond normal wear and tear of the facility. The house corporation may not fine the collegiate chapter, but may recover actual costs associated with repairing damage, excessive cleaning, or replacement of lost house corporation property.

#### House Corporation Board

- Present the financial condition of the corporation at the Annual Meeting and any other meetings of the directors.
- Execute all items pertaining to the treasurer as listed on the annual House Corporation Calendar (president and treasurer) in the time frame dictated.
- Turn all records of the corporation over to the successor of the president of the corporation upon expiration of term of office.
- Meet with collegiate chapter members and new members to review house corporation summer expenditures in the fall, and again in the spring, to present the budget and obtain a "wish list" from the collegiate chapter.
- Approve the Annual Agreement along with collegiate vp: finance and Regional Finance Specialist.
- Perform such other duties as may be required of their, from time to time, but the board.



#### Facility

- Maintain, control, and report all other financial matters of the corporation.
- Execute along with the president: bonds, mortgages, contracts, leases, and notes as directed by the board.
- Function under the confines of the approved budget providing for a safe margin of profit. The annual budget should generate a 10 percent contribution to reserves each year.

Revised 08/2018



## House Corporation Board Secretary

**Position Summary:** This position will be a dues-paying alumna who maintains all required record keeping of the corporation.

**Charge:** Along with other board members, work to establish, provide and support a suitable social, and if applicable residential, environment for a collegiate chapter including, but not limited to owning, maintaining, equipping and managing a chapter house or facility.

### Key Relationships

- Regional Housing Specialist
- Office of Housing
- Local House Corporation Board

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Abide by the Constitution of Delta Gamma Fraternity and confirm to the policies and procedures established by the Council of Delta Gamma Fraternity with respect to financing, governing, building and remodeling of chapter house facilities.
- Recognize and abide by any action taken by the Council of Delta Gamma Fraternity with respect to the requested resignation or removal from office of any member of the board of the corporation who does not fulfill properly the requirements of their office, or who fails to comply with the Constitution or requirements of the Council of Delta Gamma Fraternity.

#### Office of Housing

- Keep the minutes of the corporation meetings and be responsible for all other corporate records. All minutes should be sent to the Office of Housing for permanent records within 30 days of the meeting.
- Ensure that the house corporation roster is updated with the Office of Housing at all times.

#### House Corporation Board

- Ensure that every voting member of the house corporation signs both the Conflict of Interest and Whistleblower forms – including ex-officio members (collegiate president, collegiate vice president: finance, collegiate director of house management, advisory team chair, and local alumnae president).
- Review and update house corporation bylaws every five (5) years or adopt any new model bylaws as they are created.
- Ensure that the collegiate chapter president, collegiate vice president: finance, collegiate director of house management, the advisory team chair and local alumnae president are kept apprised of meetings and, as ex-officio members, cast their votes.
- Maintain a list of the members of the Corporation with their last known addresses.
- Ensure that the date, time, and location of the Annual Meeting is sent to each member by a mailing to their last known address at least one month before such meeting, or, ensure that the meeting notice is placed in the *ANCHORA* to meet this requirement.
- Issue Certificates of Life Membership after they are signed by the House Corporation President.
- If the House Corporation Board does not have a House Corporation Board Secretary, the duties of the House Corporation Board Secretary will fall under the House Corporation Board President unless they assign them otherwise.
- Perform such other duties as may be required of their, from time to time, by the board.

Revised 08/2018



## House Corporation Board Member-at-Large

**Position Summary:** All members of the board are dues-paying directors; from the directors, the officers are elected. Any directors without a specific office are members at large.

**Charge:** Along with other board members, work to establish, provide and support a social, and if applicable residential, environment for a collegiate chapter including, but not limited to owning, maintaining, equipping and managing a chapter house or facility.

### Key Relationships

- Local House Corporation Board

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Abide by the Constitution of Delta Gamma Fraternity and confirm to the policies and procedures established by the Council of Delta Gamma Fraternity with respect to financing, governing, building and remodeling of chapter house facilities.
- Recognize and abide by any action taken by the Council of Delta Gamma Fraternity with respect to the requested resignation or removal from office of any member of the board of the corporation who does not fulfill properly the requirements of their office, or who fails to comply with the Constitution or requirements of the Council of Delta Gamma Fraternity.

#### House Corporation

- Serve as a voting member of the house corporation board.
- Attend all house corporation board meetings.
- May serve as a committee chairman or member of a committee.
- Complete all duties listed in the position/committee descriptions.

Revised 08/2018



# Alumnae Group Officers

## Alumnae president

### Position Summary

To be the key representative of the alumnae group who works together with an executive board to create a supportive DG environment for alumnae in the area.

### Responsibilities

- Have full knowledge of all alumnae group responsibilities and requirements and adhere to the Alumnae Group Calendar due dates and reminders.
- Communicate with officers on a regular basis: plan meetings, request officer reports, discuss business and communications.
- Plan agenda and conduct executive board meetings and alumnae meetings.
- Know the responsibilities of all officers. Make sure they submit reports and advise when necessary.
- Conduct the election of officers with assistance of elections committee.
- Attend Convention (as a voting delegate), seminars, regional meetings and reports back to the alumnae group.
- Maintain contact with local collegiate chapter, advisory team, house corporation and parents club.
- Encourage alumnae support and interest in advisory team positions. Submit names of interested alumnae to the Regional Alumnae Specialist.
- Enter and update as necessary group info onto Anchorbase
- Cover the duties of Alumnae Recommendation Chair if office is not appointed

## Alumnae vice president: programming

### Position Summary

To provide balanced programming that is both educational and enjoyable for alumnae in all life stages.

### Responsibilities

- Conduct a programming planning session early in the summer and evaluate the previous year's programs to keep things fresh. (Refer to 5 Stars to Alumnae Success Award Criteria and Five Star Programming Ideas in the DG website library.)
- If desired, survey membership for types of programming that is of interest.
- Plan the year's events with the help of the executive board. Associations: 3 events; Chapters: 6 events which would include a Fall Kickoff, Founders Day and a collumnae event co-planned with a local collegiate chapter. If you do not have a nearby collegiate chapter you can also support remotely.
- Arrange for meeting places and hostesses.
- Incorporate rituals.
- Post calendar on Anchorbase and write post event summaries.
- Cover the duties of the vp: Foundation and collumnae chairman if these offices are not appointed.



## Alumnae vice president: membership

### Position Summary

To assess current membership participation and creates new ways to reach members at large, recruit new officers and annually reviews zip codes.

### Responsibilities

- Establish a way to communicate with group and collaborate with vp: communications in implementing a system to contact all members at least once a year. (Newsletter, e-news, phone tree, dues request, online invitation, event calendar, Facebook, etc.)
- Welcome newcomers to events with a phone call, letter or new member packet
- Bring sign-in sheet to all events and make sure newcomers are introduced
- Assist vp: programming in designing Special Interest Groups (SIGS) to appeal to age specific group.
- Work with fellow officers to create and conduct interest survey

## Alumnae vice president: Foundation

### Position Summary

To coordinate the philanthropic activities of the alumnae group and keep members informed about Service for Sight and Foundation fundraising.

### Responsibilities

- Recruit volunteers, plan and direct the group's Foundation projects and fundraisers.
- Be familiar with all Foundation-related resources and programming including how groups may direct a portion of their fundraising proceeds to a local 501(c)(3) that shares our Service for Sight mission, Individual Member Support, and Training and Programming opportunities.
- Inform the group about ways financial contributions can be made to the Foundation.
- Track Foundation-related volunteer service and fundraising hours and update information on the Anchorbase Alumnae Fact Sheet Details form or Individual Service Hours form.

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## Alumnae vice president: finance

### Position Summary

To ensure the alumnae group has a solid financial base, pays Fraternity dues and fees and submits 990 tax form.

### Responsibilities

- Prepare a budget for approval of the executive board. (Sample budget in the DG website library)
- Upload budget to Alumnae Fact Sheet Details form on Anchorbase.
- Collect local dues (in person or via MemberPlanet).
- Pay chapter/association dues, web fees and Convention fees as referenced on Alumnae Group Calendar; send any per capita dues collected from members with a dues-paid report to EO.
- Pay bills in a timely fashion.
- Record number of local dues paid members in Anchorbase Alumnae Members Roster.
- Maintain a bank account for the group.
- Keep books on income and payments.

## Alumnae vice president: communications

### Position Summary

- a. To be the recording officer of the chapter's business records and the alumnae group's historian.
- b. To maintain good communications through written correspondence.
- c. To be responsible for *ANCHORA* news and public relations.

### Responsibilities

- Keep minutes of all meetings and send a recap to all board members.
- Email minutes to Regional Alumnae Specialist.
- Add chapter documentation in Anchorbase. Minutes and event documentation uploaded to Post Event Summary. Bylaws and Budget will be uploaded to the Alumnae Fact Sheet Details form.
- Assist in writing the newsletter or e-newsletter and send to the general membership.
- If group has a website, Facebook page or blog, update about upcoming events.
- Handle the group's correspondence, both business and social. Send thank you notes or emails to members who pay their dues, community members who support the alumnae group or guest speakers.



## Founders Day chair

### Position Summary

To provide an opportunity for alumnae and collegians to join together honoring the three Founders and rededicating themselves to the Fraternity's ideals.

### Responsibilities

- Plan and outline event agenda
- Select a date suitable for both local collegians and alumnae. Coordinate time, location, menu and cost with the Executive Board
- Appoint a planning committee in the fall
- Contact keynote speakers and confirm attendance
- Write article for newsletter/Web site/Facebook about local awards given and how members can suggest recipients
- Gather information and prepare tribute for all anniversary members and award recipients
- Maintain a list of attendees and coordinate with the vp: finance to track payment and cost
- Keep records of Founders Day arrangements, including cost and attendance lists, as a helpful reference and planning tool

## columnae director

### Position Summary

- To jointly plan and coordinate events with the collegians from the local collegiate chapter or hometown collegians who attend universities elsewhere but return to their hometown occasionally.
- Alumnae groups supporting more than one collegiate chapter may have more than one columnae chairman.

### General Duties

- Plan programming event with local collegiate chapter(s).
- Support a collegiate chapter remotely, if your alumnae group doesn't have a collegiate chapter nearby.
- Connect with the collegiate chapter's director: alumnae relations to ensure columnae programming is developed and included on collegiate and alumnae calendars.
- Include local collegians in activities, programs and Foundation projects that would be of mutual interest and enjoyment.
- Invite collegians who return to their hometown for holidays and various occasions to an alumnae event.



## Alumnae Recommendation chair

**Position Summary:** This position will be a dues-paying alumna serving as a member of the alumnae group officer structure. The Alumnae Recommendation chair is an optional member of the alumnae group officer structure appointed by the alumnae group. If one is not appointed, the group's president assumes the responsibilities of this office. The member in this role serves as the primary contact for collegiate officers and potential new members (PNMs) living near the alumnae group seeking a Recommendation Form from Delta Gamma. This position helps organize recommendation requests and delegates, as needed, to other local members to help complete recommendation forms.

**Charge:** A volunteer's role is to foster an attitude and culture designed to mirror Article II of the Fraternity Constitution, as well as to support and empower collegians as they work to achieve the goals that they set for themselves. Utilizing a ritual and values-based approach, volunteers should follow and coach collegians they support to follow the Fraternity standards and to use Fraternity and Foundation resources, policies and external resources. Volunteers should demonstrate leadership and be an example of lifetime membership within the Fraternity.

### Key Relationships

- membership adviser
- collegiate director of recruitment records
- collegiate vp: membership
- leadership of local Alumnae Panhellenic Associations, if applicable

### Other Interactions

- Regional Collegiate Recruitment Specialist (RCRS)/Collegiate Recruitment Coordinator (CRC)/New Chapter Recruitment Coordinator (NCRC)
- members of the Evaluating Committee (EVC)
  - This position is not a member of EVC and thus, does not participate in the confidential meetings.
- collegiate chapter officers and members
- advisory team members

### Expectations and Responsibilities

#### Fraternity

- Follows Fraternity policy, procedures, and requirements and encourages those with whom they work with to do the same
- Is knowledgeable on all resources contained within the Delta Gamma website's Barbara Nussa Boersma digital library.
- Attends required Fraternity trainings, unless granted a waiver as outlined in the Travel and Event Policy.
- Communicates with the regional team and official Fraternity and/or Foundation visitors, as appropriate.
- Educates members that resources about completing a recommendation can be found on the Delta Gamma library, and that all recommendations should be submitted via the online Recommendation Form.

#### Volunteer

- Act as recommendation liaison between collegiate and alumnae chapter.
- Receives requests from PNMs and/or Alumnae Panhellenic groups for recommendations.
- Write articles for your group's newsletter/website/blog/Facebook page so members know who to contact about recommendations and how to submit their Recommendation Forms.
- Contact collegiate chapter director of recruitment records prior to either the fall or spring semester (depending on when recruitment is) to see how alumnae can best support the chapter prior to/during recruitment.
- Collaborates with other nearby Alumnae Recommendation Chairs to fulfill recommendation requests made by collegiate officers or PNMs.



#### Alumnae Group

- Reports to the alumnae group president.
- Regularly communicates with their volunteer supervisor.
- Participates, either virtually or in person, in alumnae group officer meetings as called by the alumnae group president.
- If Alumnae Recommendation Chair role is not filled, the alumnae group president assumes the responsibilities of this role.
- In areas with high volumes of requests, the Alumnae Recommendation Chair may work with a committee of alumnae members to fulfill recommendation requests as they are received. There is no expectation that this position or committee will proactively submit recommendations for PNMs in their area; they should prioritize those PNMs or collegiate chapters who have specifically asked for a recommendation and assist members with submitting their own recommendations for PNMs they know.

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