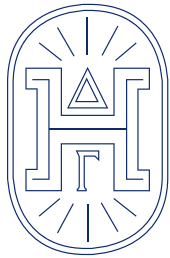




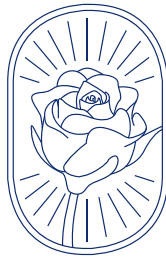
# Volunteer Position Description Handbook

FRATERNITY & FOUNDATION

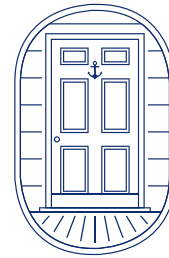




FRATERNITY



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



## Contents

Council .....	6
Fraternity President	6
Council Trustee: Collegians	7
Council Trustee: Alumnae	8
Council Trustee: Fraternity Programming	9
Council Trustee: Membership	10
Treasurer	11
Council Trustee: Communications	12
Board of Trustees.....	13
Chairman	13
Treasurer	15
Secretary	17
Member-at-Large 1	19
Member-at-Large 2	20
Member-at-Large 3	21
Fraternity Directors.....	22
Director: Alumnae Development	22
Director: Alumnae Engagement	24
Director: Alumnae Resources	25
Director: Awards	26
Director: Chapter Advancement	27
Director: Chapter Development	28
Director: Chapter Operations	30
Director: Chapter Support	32
Director: Collegiate Budgeting	33
Director: Collegiate Recruitment Development	35
Director: Collegiate Recruitment Operations	36
Director: Extension	37
Director: Finance	38
Director: Housing Development	39
Director: Housing Resources	40
Director: Member Education	41
Director: Panhellenic Development	42
Director: Programming	43
Director: Standards	44
Foundation Directors.....	45
Foundation Director: Alumnae Service and Fundraising	45
Foundation Director: Collegiate Service	46
Foundation Director: Grants	47
Foundation Director: Lectureships in Values and Ethics	48

Foundation Director: Scholarships and Fellowships	49
Foundation Director: Special Events and Collegiate Fundraising	50
Other Volunteer Positions.....	51
Alumnae Development Consultant	51
Campus Trustee	53
Chapter Trustee	54
Collegiate Recruitment Consultant	55
Convention Hostess	56
Council Appointed Coordinator	57
New Chapter Coordinator	59
New Chapter Finance Coordinator	61
New Chapter Recruitment Coordinator	62
Council Appointed Specialist	63
Constitution and Elections Chairman	65
FHC Member-at-Large	66
FMC Member-at-Large	67
Foundation Constitution Chairman	68
Foundation Governance Committee Chairman	69
Foundation Governance Committee Member	70
Foundation Parliamentarian	71
Government Relations Liaison	72
Nominating Committee Chairman	73
Nominating Committee Member	74
Panhellenic Support Specialist	75
Parliamentarian	76
Regional Teams .....	77
Regional Director	77
Regional Alumnae Specialist	78
Regional Collegiate Specialist	80
Regional Collegiate Recruitment Specialist	82
Regional Finance Specialist	84
Regional Foundation Coordinator	85
Regional Housing Specialist	87
Collegiate Chapter Advisers.....	88
Advisory Team Summary	88
Adviser Position Descriptions	88
Advisory Team Chairman (ATC)	89
Honor Board Adviser (HBA)	91
Social Events Adviser	93
Special Events Adviser	94
Chapter Financial Adviser (CFA)	95

House Management/Chapter Property Adviser	97
Funds Adviser	98
Membership Adviser	99
Recruitment Records Adviser	101
Continuous Recruitment Adviser	102
Member Education Adviser	103
New Member Education Adviser	105
Rituals Adviser	107
Scholarship Adviser	108
Communications Adviser	109
Public Relations Adviser	111
Chapter Archives Adviser	112
Panhellenic Adviser	113
Foundation Adviser	114
Fundraising Adviser	116
Lectureship Adviser	117
Programming Adviser	118
House Corporation Board Officers .....	119
House Corporation Board President	119
House Corporation Board Vice President	121
House Corporation Board Treasurer	122
House Corporation Board Secretary	124
House Corporation Board Member-at-Large	125
Alumnae Group Officers .....	126
Alumnae president	126
Alumnae vice president: programming	126
Alumnae vice president: membership	127
Alumnae vice president: Foundation	127
Alumnae vice president: finance	128
Alumnae vice president: communications	128
Founders Day chair	129
alumnae director	129
Alumnae Recommendation chair	130

## 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. She will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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 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 Officer Training Seminar 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 her 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. She will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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 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 her 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. She will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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 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 her 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. She will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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 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 her 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. She will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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 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 her 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. She will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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 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 her 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. She will attend Convention, Officers Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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 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 her 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

## Chairman

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), Officer Training Seminars and Conventions, 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 Officer Training Seminar
- 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 her 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 her 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), Officer Training Seminars and Conventions, 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 her 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 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), Officer Training Seminars and Conventions, 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** – Participate in 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 her 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), Officer Training Seminars and Conventions, 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 her 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), Officer Training Seminars and Conventions, 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 her 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), Officer Training Seminars and Conventions, 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 her 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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: 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 Resources 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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: 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 Resources 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 Resources

**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, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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: Alumnae
- Council and Leadership
- Executive Offices
- Regional Teams

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Responsible for development and maintenance of alumnae resources.
- Prepare resources for the Alumnae Review for fall Council meeting.
- Serve as a resource to volunteers on technology platform vendors as they pertain to alumnae resources.
- Evaluate Alumnae Training Days and provide resources.
- Act as the lead and work with Director: Alumnae Development to review and recommend action in Alumnae Membership Review Process.
- Edit, review and revise Alumnae Communique and Alumnae Officers Manual, along with other alumnae handbooks and training materials.

#### 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.

#### Council/Leadership/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and alumnae members on alumnae resources.
- Serve as a liaison to Council for alumnae 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 09/2016

## 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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 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.

Revised 09/2016

## 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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 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 terms.
- 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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: 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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: 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

(Formerly Director: Chapter Excellence)

**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, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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 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

- Work with Regional and Fraternity Directors, to provide support for collegiate chapters on Support-Viability and Support-Compliance status in the following ways:
- Collaboratively develop meaningful status terms for chapters on Support-Viability and Support-Compliance status.
- Monitor and provide feedback on chapter status tracker (if applicable).
- Develop and chair a "chapter support critical care committee" composed of Fraternity Directors, regional team members and staff, which are unique to each chapter and provide meaningful support for the chapter.
- Hold calls with chapter officers, advisers, regional team members and Fraternity Directors as appropriate. These calls should occur at least bi monthly but may occur more often if needed.
- Serve 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 Support-Viability and Support-Compliance Chapters.
- Coordinate with Director: Chapter Operations and regional teams on Support-Viability and Support-Compliance status terms.

#### Council/Leadership/Staff

- Work cooperatively with Council, regional teams, Cabinet, Leadership, Executive Offices staff and collegiate/alumnae members on matters related to Support-Viability and Support-Compliance Chapters.
- Serve as a liaison to Council for chapter support and improvement issues.
- Serve as a resource to Executive Offices staff 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 02/2022



## 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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

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

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Review format and content of budget template with assistant director of collegiate finance (staff member) to make updates and changes.
- Work with assistant director of collegiate finance, RFSs and Director: Finance on the following items:
  - Tracking budget completion for the fiscal year by region and chapter.
    - Assisting in creation of timelines for each step to ensure completion of budgets in a reasonable timeframe.
  - Providing troubleshooting resources for RFSs to use in working with their chapters.
    - Resolution of spreadsheet function issues.
    - Providing expertise in understanding formulas and carry-overs on how spreadsheet templates operate.
  - Assisting to input budgets and creation of charges into collegiate finance accounting software.
  - Create easy-to-use working budget spreadsheet for chapters to utilize for tracking based on real-time income and expense numbers.
- Serve as the primary Leadership level support in the area of finance for collegiate chapters on New Chapter status, from establishment through the transfer of support to the RFS following the ending of New Chapter status.
- Report any purposed changes or ideas on the budget process to the Fraternity Treasurer.
- Demonstrate thorough knowledge of Excel and collegiate finance accounting software.

#### Volunteer

- Provide training on the collegiate chapter financial budgeting process for local volunteers and collegiate chapter officers, as requested by the Fraternity Treasurer.
- Monitor the effectiveness of the collegiate chapter financial budgeting process and identify potential resources.
- Respond to collegiate chapter financial budgeting issues.

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 RFSSs.
- Reports to Fraternity Treasurer.
- Engage in scheduled volunteer development assessment by Fraternity Treasurer.
- Fulfill any and all duties as assigned by Council.

Revised 06/2021

## 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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: Membership
- Council and Leadership
- Membership Director Team
- Membership Team (RCRSs, 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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: 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: Extension

**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, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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: 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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

- 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 Development

**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, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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

- Treasurer
- Council and Leadership
- Executive Offices
- Regional teams
- Fraternity Housing Corporation (FHC)
- Fraternity Management Corporation (FMC)

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Serve as a member of the FHC and FMC boards.
- Provide house corporations with loan applications as requested.
- Review completed loan applications before forwarding to Housing Programs Director or Fraternity Accountant.
- Monitor house corporations that have loans from Fraternity or that anticipate a change in housing on their campus and alerts FHC Board and Treasurer.
- Work with house corporations to build and renovate property and serve as a consultant on major projects and as a resource for capital campaigns.
- Coordinate publication of housing newsletter with Director: Housing Resources.
- Provide training for Regional Housing Specialists with Director: Housing Resources.
- Maintain thorough knowledge of the Regional Housing Specialist Handbook, House Director Handbook, Handbook for House Corporations, Employment Committee Handbook and the collegiate financial accounting software.

#### Volunteer

- Communicate with Regional Housing Specialists on a regular basis and respond to any problems or concerns.

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of housing.
- Serve as a liaison to Council for housing issues.
- Serve as a resource to Executive Offices and Regional Teams.
- 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 10/2016

## Director: Housing Resources

**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, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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

- Treasurer
- Council and Leadership
- Executive Offices
- Regional teams
- Fraternity Housing Corporation (FHC)
- Fraternity Management Corporation (FMC)

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Serve as a board member of the FHC and FMC boards.
- Provide house corporations with loan applications as requested.
- Participate in reviewing proposed housing leases.
- Coordinate publication of housing newsletter with Director: Housing Development.
- Review reports for each house corporation.
- Provide training for Regional Housing Specialists in conjunction with Director: Housing Development.
- Maintain thorough knowledge of the Regional Housing Specialist Handbook, House Director Handbook, Handbook for House Corporations, Employment Committee Handbook and the collegiate financial accounting software.

#### Volunteer

- Communicate with Regional Housing Specialists on a regular basis and respond to any problems or concerns.

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of housing.
- Serve as a liaison to Council for housing issues.
- Serve as a resource to Executive Offices and Regional Teams.
- 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 10/2016



## 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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: 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 assistant director of education and development for programming at Executive Offices, Director: Chapter 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.
- Manage and oversee various projects designed to preserve, enhance or grow the history and historical collections of the Frances Lewis Stevenson Archives.
- Monitor collegiate chapter scholarship and cultural interest development. Address chapters on scholastic regulation.
- Monitor member education status terms for chapters on Probation or Report to Council.
- Work collaboratively with Director: Programming on chapter credentialing regarding scholarship.
- 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.

#### 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 11/2016

## 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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

- Chief Panhellenic Officer
- 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 Chief Panhellenic Officer, appropriate Regional Team members and Executive Offices staff.

#### Council/Leadership/Staff

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

Revised 06/2019

## 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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: 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 Fraternity programming initiatives.
- Collaborate with assistant director of education and development for programming at Executive Offices, Director: Chapter 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, Regional Training Days and seminars.
- Coordinate distribution of Collegiate Corner newsletter and advise Executive Offices staff regarding content.
- Develop and oversee implementation of collegiate calendar planning and multi-purpose programming resources.
- Monitor programming status terms for chapters on Probation or Report to Council.
- Develop and monitor senior programming initiatives connected to the senior experience.
- 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 her supervision, both in person and via webinar.
- 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.

#### 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 11/2016

## 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. She will attend Convention, Officer Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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: 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 her.
- Correspond with officers and advisers of chapters on status regarding chapter progress as they complete status terms under her supervision.
- Responsible for timely review and disposition of all Honor Board cases referred to her 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 Officer Training Seminars, and Conventions, 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-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 a voting member of the Foundation.

### Expectations and Responsibilities

- Provides service and fundraising ideas and training to Alumnae Development Consultants, regional officers, and Foundation staff as requested.
- Corresponds with and assists Regional Foundation Coordinators with alumnae groups regarding service and fundraising successes and concerns that come to attention in visit reports and correspondence from regional officers and ADCs.
- Evaluates the needs of the visually impaired/blind community and advises the designated Member-at-large of the Board of Trustees of priority issues.
- Inspires and advises Delta Gamma alumnae groups and members in fundraising and service projects supporting the Foundation, sight preservation and aid to those who are visually impaired or blind.
- 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 Foundation Coordinators.
- Serves as a member of the Alumnae H.K. Stuart Spirit of Service Award judging committee.
- Supports the Hope Serving program.
- Works with Foundation staff director of finance regarding alumnae group fundraising activities.
- Contributes articles and information as requested relating to alumnae fundraising and service under the direction of the designated Member-at-Large of the Board of Trustees to the *ANCHORA* and other publications.
- Monitors and suggests updates for pages on the website ([www.deltagamma.org](http://www.deltagamma.org)) which are in the Director's area of responsibility. Changes should be coordinated with the Foundation staff graphic designer and digital media manager.
- Identifies potential Foundation donors and relays information to Executive Offices Development staff.
- Corresponds to alumnae fundraising and service inquiries received at Executive Offices, at the request of Foundation staff.
- Maintains files, record of term in office, record of expenses, copies of correspondence; and provides transition for her successor.
- Attends conferences and seminars relating to sight preservation and aid to those who are visually impaired or blind as requested by the Delta Gamma Foundation Board of Trustees.

### Relationships

- Reports to the designated Member-at-large of the Board of Trustees and is responsible to the Foundation Board of Trustees.
- Maintains communication with and files on organizations that respond to the needs of those who are visually impaired or blind and/or participate in sight preservation activities.
- Works in conjunction with other Foundation team members to help create brand recognition of Delta Gamma Foundation alumnae fundraising activities.
- Works in coordination with Foundation staff at Executive Offices.

Revised 05/2021

## 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 Officer Training Seminars and Conventions; participating in all scheduled conference calls; filing reports; maintaining fiscal responsibility.
- To advise Delta Gamma collegiate chapters and collegiate Foundation officers seeking information on sight preservation and aid to those who are blind or visually impaired, and on organizations serving these causes.
- To perform Board 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 a voting member of the Foundation.

### Expectations and Responsibilities

- Provides service ideas to regional officers and assists Foundation staff as requested in training of Collegiate Development Consultants.
- Corresponds with collegiate chapters regarding service successes and concerns that come to attention in visit reports and correspondence from regional officers.
- Evaluates the needs of the visually impaired/blind community and advises the designated Member-at-large of the Board of Trustees of any priority issues.
- Directs the collegiate service-related activities of the Regional Foundation Coordinators.
- Serves as a member of the Collegiate H.K. Stuart Spirit of Service Award judging committee.
- Maintains records regarding collegiate chapter service activities.
- Contributes articles and information relating to Foundation service under the direction of the designated Member-at-large of the Board of Trustees to the *ANCHORA* and other publications.
- Monitors and suggests updates for pages on the Website ([www.deltagamma.org](http://www.deltagamma.org)) which are in the director's area of responsibility. Changes should be coordinated with the designated Member-at-large of the Board of Trustees and Foundation staff graphic designer and digital media manager.
- Submits information for the Delta Gamma Foundation Annual Impact Report as requested.
- Identifies potential Foundation donors and relays information to Executive Offices Development staff.
- Contacts donors on a monthly basis, as assigned by the Executive Offices
- Development staff to thank them for recent gifts to the Foundation.
- Corresponds to service inquiries received at Executive Offices, at the request of Foundation staff.
- Maintain files, record of term in office, record of expenses, copies of correspondence; and provides transition for her successor.
- Attends conferences and seminars relating to sight preservation and aid to those who are visually impaired or blind as requested by the Delta Gamma Foundation Board of Trustees.

### Relationships

- Reports to the designated Member-at-large of the Board of Trustees and is responsible to the Foundation Board of Trustees.
- Inspires and advises Delta Gamma collegiate groups and members in service projects supporting sight preservation and aid to people who are visually impaired or blind.
- Maintains communication with Delta Gammas and Delta Gammas having family members who are visually impaired or blind.
- Maintains communication with and files on organizations that respond to the needs of those who are visually impaired or blind and/or participate in sight preservation activities.

## Foundation Director: 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 Officer Training Seminars and Conventions, participating in all scheduled conference calls, filing reports, and maintaining fiscal responsibility.
- To advise Delta Gamma members, groups and officers, and organizations which share the Delta Gamma Foundation mission on issues, policies and procedures pertaining to Foundation grants.
- 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 a voting member of the Foundation.

### Expectations and Responsibilities

- Select, train and supervise the Service for Sight Grants Committee, as directed by the designated Member-at-large of the Board of Trustees.
- Implements a process for grant approval to include the Service for Sight Grant Criteria approved by the Board of Trustees.
- Accepts grant proposals for organizations sharing the Delta Gamma Foundation's mission.
- Refer questions received from national organizations pertaining to grant application process to view SFS Grant Criteria for assistance.
- Guides the Service for Sight Grants Committee in selecting recipients of Delta Gamma Foundation grants.
- Makes knowledgeable grant recommendations to the Delta Gamma Foundation Board of Trustees for approval.
- Notifies grant applicants in writing of the Delta Gamma Foundation Board of Trustees' decision.
- Requests accountability reports from all grant recipients.
- Monitors and suggests updates on the Web site ([www.deltagamma.org](http://www.deltagamma.org)) which are in the Director's area of responsibility. Changes should be coordinated with the designated Member-at-large of the Board of Trustees, Foundation Staff member(s) overseeing the grant process and Foundation staff graphic designer and digital media manager.
- Identifies potential Foundation donors and relays information to Executive Offices Development Staff.
- Contacts donors on a monthly basis as assigned by the Executive Offices Development Staff to thank them for recent gifts to the Foundation.
- Maintains files, record of term in office, record of expenses, copies of correspondence, and provides transition for her successor.
- Contributes articles and information as requested about grants under the direction of the designated Member-at-large of the Board of Trustees to the *ANCHORA* and other publications.
- Submits list of grant recipients for the Delta Gamma Foundation Annual Impact Report.
- Attends conferences and seminars relating to sight preservation and aid to those who are visually impaired or blind as requested by the Delta Gamma Foundation Board of Trustees.

### Relationships

- Reports to the designated Member-at-large of the Board of Trustees.
- Chairs the Service for Sight Grant Committee.
- Works in concert with the Delta Gamma Foundation Executive Director and selected Foundation staff maintaining and coordinating Delta Gamma grants.

Revised 05/2021

## 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 Officers Training Seminars and Conventions; 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 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 a 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 for the Lectureships; facilitates orders for labels, lists, and other needs from Executive Offices.
- Creates and develops materials promoting the Lectureships.
- Contributes articles and information about Lectureships, under the direction of the designated Member-at-Large of the Board of Trustees to the *ANCHORA* and other publications.
- Submits information for the Delta Gamma Foundation Annual Impact Report.
- Monitors and suggests updates for pages on the Website ([www.deltagamma.org](http://www.deltagamma.org)) which are in the Director's area of responsibility. Changes should be coordinated with the designated Member-at-Large of the Board of Trustees and the Foundation staff graphic designer and digital media manager.
- Identifies potential Foundation donors and relays information to Executive Offices development staff.
- Contacts donors on a monthly basis, as assigned by the Executive Offices Development Staff to thank them for recent gifts to the Foundation.
- Maintains files, record of term in office, record of expenses, copies of correspondence; and provides transition for her successor.

### Relationships

- Reports to the designated Member-at-large of the Board of Trustees and is responsible to the Foundation Board of Trustees.
- Works with the Foundation Executive Director about the status of Lectureships.

Revised 10/2016



## 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 Officer Training Seminars 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 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 a voting member of the Foundation.

### Expectations and Responsibilities

- Select, train and supervise the Scholarship and the Fellowship Committees, as directed by the designated Member-at-large of the Board of Trustees.
- Notifies collegiate chapters and alumnae groups regarding the merit-based undergraduate scholarship and graduate fellowship program of the Foundation.
- Monitors and suggests updates to the web site ([www.deltagamma.org](http://www.deltagamma.org)) which are in the Director's area of responsibility. Changes should be coordinated with the designated Member-at-large of the Board of Trustees, designated Foundation Staff member overseeing scholarships/fellowships and the Foundation staff graphic designer and digital media manager.
- Reviews the merit-based undergraduate scholarship and graduate fellowship application 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 staff regarding promoting scholarships and fellowships still available during application time by promoting via communications with Regional Foundation Coordinators.
- In conjunction with the Foundation staff, the Director prepares and submits a list of merit-based undergraduate scholarship and graduate fellowship recipients for approval by the Board of Trustees.
- Notifies all applicants for scholarships and fellowships of their approval or denial.
- Contributes articles and information about scholarships and fellowships, under direction of the designated Member-at-large to the *ANCHORA* and other publications.
- Assists Foundation staff in preparing the list of merit-based undergraduate scholarship and graduate fellowship recipients for the Delta Gamma Foundation Annual Impact Report.
- Identifies potential Foundation donors and relays information to Foundation Development Staff at Executive Offices.
- Contacts donors on a monthly basis, as assigned by Executive Offices development staff to thank them for recent gifts to the Foundation.
- Maintains files, record of term in office, record of expenses, copies of correspondence; and provides transition for her successor.

### Relationships

- Reports to the designated Member-at-large of the Board of Trustees.
- Supervises the scholarship and the fellowship committees in performing their responsibilities of evaluating all applications/essays in a timely manner for recommendation to the Board of Trustees.
- Encourages collegians and alumnae to apply for a Foundation scholarship or fellowship.
- Inspires and advises Delta Gamma groups and members to donate to the merit-based undergraduate scholarship and graduate fellowship funds
- Works in concert with Foundation staff at Executive Offices.

## Foundation Director: Special Events and 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 Officer Training Seminars, and Conventions, participating in scheduled conference calls, filing reports, and maintaining fiscal responsibility.
- To serve as Foundation subject matter expert in the areas of Foundation special events and collegiate fundraising.
- To perform Board-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 a voting member of the Foundation.

### Expectations and Responsibilities

- Provides fundraising ideas and training to Collegiate Development Consultants, Foundation staff, and regional officers.
- Advise Delta Gamma collegiate chapters regarding collegiate special events and fundraising activities.
- 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 staff and regional officers.
- Maintains files regarding collegiate special events and fundraising activities and acknowledges significant group contributions to the Delta Gamma Foundation.
- Supervises the Regional Foundation Coordinator team.
- Works with Foundation staff director of finance at Executive Offices regarding collegiate fundraising activities.
- Contributes articles and information as requested relating to collegiate special events and fundraising under the direction of the designated BOT Member-at-Large to the *ANCHORA* and other Foundation publications.
- Monitors and suggests updates for pages on the website ([www.deltagamma.org](http://www.deltagamma.org)) which are in the Director's area of responsibility. Changes should be coordinated with the designated BOT Member-at-large and Foundation staff graphic designer and digital media manager.
- Attends conferences and seminars relating to special events and collegiate fundraising as requested by the Delta Gamma Foundation Board of Trustees.
- Identifies potential Foundation donors and relays information to Foundation Development Staff at Executive Offices.
- Maintain files, record of term in office, record of expenses, copies of correspondence; and provides transition for her successor.

### Relationships

- Reports to designated BOT Member-at-Large overseeing collegiate special events and collegiate fundraising.
- Supervises the Regional Foundation Coordinator team.
- Maintains communication with and files on fundraising ideas/activities for collegiate chapters.
- Works in conjunction with other Foundation Team members to help create brand recognition of Delta Gamma Foundation collegiate special events and fundraising activities.
- Works in concert with Foundation staff at Executive Offices.

Revised 05/2021

## 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.

#### Responsibilities

- **ALUMNAE TEAM COMMUNICATION.** To provide by the 15<sup>th</sup> of each month, an update of monthly activities to the Council Trustee: Alumnae, Directors of Alumnae Development and Alumnae Resources.
- **COMMUNICATION.** To communicate on a regular basis with the Council Trustee: Alumnae, Director: Alumnae Development, Director: Alumnae Resources, Regional team as needed regarding assignments and with assigned alumnae groups to evaluate progress and needs. To participate in Alumnae/regional team Webinars and conference calls as requested.
- **CONVENTION.** Attend as a visitor; assist the Council Trustee: Alumnae in presentations as requested.
- **EXPANSION.** To form new alumnae chapter/association(s), 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.
- **EXPENSES.** To submit at least two (2) expense reports (December and July) and notify Executive Offices if there is no report.
- **FUNCTIONAL TEAM.** Serve on a team with other Alumnae Development Consultants under the direction of the Council Trustee: Alumnae, Director: Alumnae Resources and Director: Alumnae Development, meeting a minimum of once a year and participating in teleconferences as scheduled. Serve on the alumnae team consisting of alumnae consultants, Fraternity Directors, Council and staff members.
- **OFFICER TRAINING SEMINAR.** Attend Officer Training Seminar as well as any other alumnae related seminars (such as the Alumnae Academy); assist the Director: Alumnae Resources and Director: Alumnae Development as directed.
- **REPORTS.** To file travel reports within thirty (30) days, turnover documents and annual report as required. To complete Alumnae Review for assigned chapter/association(s).
- **RESOURCES.** 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.
- **REVITALIZATION.** 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.
- **TRAVEL.** To visit assigned alumnae groups at least once during the period of assignment and as needed; arrange travel schedule in consultation with Director: Alumnae Development, approval from Council Trustee: Alumnae. Confirm travel plans with regional team.
- **VOLUNTEER RESOURCE FILE.** To publicize adviser and house corporation opportunities and provide names and contact information of potential Fraternity and/or Foundation volunteers for the Volunteer Resource Files.

## Relationships

- **ALUMNAE DEVELOPMENT CONSULTANTS.** To serve on a team with other alumnae development consultants.
- **ALUMNAE GROUPS.** To serve as a development consultant for alumnae chapter/association(s) targeted for revitalization or areas identified for expansion.
- **CABINET.** To work with the Director: Alumnae Development and Director: Alumnae Resources and communicate with regional team on specific assignments.
- **COMMITTEES.** To serve on committees as assigned.
- **COUNCIL.** To report to the Council Trustee: Alumnae.
- **EXECUTIVE OFFICES.** To communicate as needed on the status of assigned alumnae chapters/associations and file reports as needed.
- **GENERAL MEMBERSHIP.** To communicate as needed; respond to questions related to alumnae.
- **PUBLIC.** To communicate in a positive, professional manner and respond to questions related to this position, referring official statements regarding the Fraternity to the Council Trustee: Alumnae.
- **OTHER.** To assume relationships necessary to accomplish those duties assigned by Council.

## 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. She will travel in an official capacity on behalf of the Fraternity as needed. She 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. She will travel in an official capacity on behalf of the Fraternity as needed. She 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 her 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 her 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 her supervision; monitor all collegiate reports filed by the collegiate chapter under her supervision with the Executive Offices collegiate services team and/or on Anchorbase.
- Communicate with the chapter/new chapter under her supervision on a regular basis.
- Visit collegiate chapter/new chapter under her 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 chairman to appoint the membership adviser for the chapter/new chapter under her supervision. If other recruitment related advisers are needed, work with the advisory team chairman 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 her supervision.
- Receive and approve membership sections of the bylaws and standing rules of the chapter under her supervision.
- Review and approve all recruitment-related matters submitted by the chapter under her 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 her supervision is at Quota/Total or has action plans in place to reach Quota/Total.
- Assist chapter/new chapter under her supervision with Recruitment Preparation Workshop plans, scheduling and training.
- Ensure that the chapter/new chapter under her 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 her supervision.

## Convention Hostess

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed member of the Delta Gamma Fraternity Leadership. She will attend Convention and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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 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 08/2018



## 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. She may attend Convention, Officer Training Seminar, Regional Training Day(s), and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as needed. She 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 Chairman (ATC)
- Executive Offices

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Assess collegiate chapter under her 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 her chapter(s) by tracking paperwork, responding to recommendations from her 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. She will attend Officer Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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

- Director: New Chapter Development
- Council and Leadership
- Executive Offices
- New Chapter Team

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Guide and direct the new chapter under her 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 her 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, the Director: New Chapter Development and the staff extension specialist.
- 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 Chairman 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 her 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 9/2016

## New Chapter Finance Coordinator

**Position Summary:** This position will be a dues-paying alumna member serving as a Council-appointed Leadership member of the Delta Gamma Fraternity. She will attend Officer Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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

- Director: New Chapter Development
- Council and Leadership
- Executive Offices
- New Chapter Team

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Guide and direct the financial practices of the new chapter(s) under her supervision, including the creation of the initial chapter budget prior to establishment.
- Guide and direct the new collegiate officers and their advisers to ensure implementation of Fraternity policies and procedures related to finance.
- Serve as a liaison between the Director: Finance, Finance Department staff, New Chapter Coordinator and the new collegiate officers and advisers.
- Serve on the new chapter support team.
- Serve on the Regional Finance Specialists team.
- Monitor and approve all relevant tasks submitted by the new chapter in Anchorbase.
- Work in conjunction with the Office of Housing at Executive Offices regarding the chapter's financial relationship to the house corporation.
- Provide prompt attention to financial issues experienced by the new chapter.
- Review and approve financial sections in Bylaws and Standing Rules for the new chapter.

#### Volunteer

- Collaborate with the New Chapter Coordinator to identify and address housing issues related to finance.
- Collaborate with the New Chapter Coordinator to ensure financial concerns are being addressed appropriately through Honor Board.
- Provide training for collegiate vice president: finance and chapter financial adviser.
- Assume duties of chapter financial adviser in the case of a vacancy.

#### Council/Leadership/Staff

- Work cooperatively with Council, New Chapter Team, Cabinet, Leadership, Executive Offices and collegiate members on financial matters for the new chapter under her supervision.
- Serve as a resource to Executive Offices and Council Treasurer.
- Reports to Director: New Chapter Development, also working under the functional direction of Director: Finance.
- Engage in year-end volunteer development assessment by Director: New Chapter Development.
- Fulfill any and all duties as assigned by Council.

Revised 9/2016

## 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. She will attend Officer Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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

- Director: New Chapter Development
- Council and Leadership
- Executive Offices
- New Chapter Team

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Guide and direct the new chapter under her 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 her 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 Extension Specialist.
- 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 Assistant Director of 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 her 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.

Revised 9/2016

## 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. She may be requested to attend Convention, Officer Training Seminar, Regional Training Day(s), and other Fraternity seminars by Council. She will travel in an official capacity on behalf of the Fraternity as needed. She 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 Chairman (ATC)
- Executive Offices

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Assist collegiate chapter under her 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 her 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.

Revised 02/2020



## 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. She will attend Convention, Officer Training Seminar, and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as needed. She 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

## FHC Member-at-Large

**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, Officer Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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

- Treasurer
- Council and Leadership
- Executive Offices
- Regional teams
- Fraternity Housing Corporation (FHC)

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Serve as a board member of FHC.
- Act as a resource for FHC Chairman to identify vital concerns to FHC.
- Act as a resource for FHC Chairman to report on the status of LLC properties, identify and recommend potential LLCs, and identify vital concerns for LLCs.
- Familiar with and able to make recommendations regarding FHC budget.
- Familiar with procedures relating to housing and financial operations of all house corporations.
- Provide training for Regional Housing Specialists.
- Maintain thorough knowledge of the Regional Housing Specialist Handbook and Handbook for House Corporations.

#### Volunteer

- Communicate with Treasurer, Director: Housing Development, Director: Housing Resources and office of housing staff on a regular basis.

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of housing.
- Reports to FHC Chairman.
- Engage in year-end volunteer development assessment by FHC Chairman.
- Prepare FHC Board reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by FHC Board.

Revised 08/2018

## FMC Member-at-Large

**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, Officer Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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

- Treasurer
- Council and Leadership
- Executive Offices
- Regional teams
- Fraternity Management Corporation (FMC)

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Serve as a board member of FMC.
- Act as a resource for FMC Chairman to identify vital concerns to FMC.
- Familiar with and able to make recommendations regarding FMC budget.
- Familiar with procedures relating to housing and financial operations of all house corporations.
- Provide training for Regional Housing Specialists.
- Maintain thorough knowledge of the Regional Housing Specialist Handbook and Handbook for House Corporations.

#### Volunteer

- Communicate with Treasurer, Director: Housing Development, Director: Housing Resources and office of housing staff on a regular basis.

#### Council/Cabinet/Staff

- Work cooperatively with Council, Regional Teams, Cabinet, Leadership, Executive Offices and collegiate/alumnae members on matters of housing.
- Reports to FMC Chairman.
- Engage in year-end volunteer development assessment by FMC Chairman.
- Prepare FMC Board reports annually, biennially and other updates as requested.
- Follow budget and suggest changes.
- Fulfill any and all duties as assigned by FMC Board.

Revised 10/2016

## 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 Officer Training Seminars and Conventions, 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 Chairman, 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 her successor

### Relationships

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

## Foundation Governance Committee Chairman

The Governance Committee 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 Officer Training Seminars and Conventions, 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 Chairman
- Advise Delta Gamma members, groups, and officers on issues, policies and procedures, training, and education regarding the Governance Committee and the Election process 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 files, record of term in office, record of expenses, copies of correspondence; and provide transition to her successor
- Maintain and promote the confidentiality, integrity, and dignity of the Governance Committee
- Engage in regular communication with the Board of Trustees Chairman
- 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*, the Delta Gamma website, social media, and electronic communications
- Participate in the preparation of a 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 presenting 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 Chairman
- 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 Executive Offices staff

## 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 Officer Training Seminars and Conventions, 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 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
- Process using the *ANCHORA*, the Delta Gamma web site, social media and emails.
- Participate in all meetings of the Delta Gamma Foundation Governance Committee
- 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
- 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 Chairman of the Governance Committee
- Consult with and advise the Foundation Board of Trustees, Foundation Constitution Chairman, and the Foundation Parliamentarian
- Work with the Foundation Executive Director and select Executive Offices staff

## 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 Officer Training Seminars and Conventions, 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 Chairman 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 Chairman, 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 her successor

### Relationships

- Report to the Foundation Board of Trustees Chairman
- Consult with and advise the Foundation Board of Trustees, Governance Committee, and the Foundation Constitution Chairman
- Work with the Foundation Executive Director and select Executive Offices staff

## Government Relations Liaison

### Position Summary

- To be a dues-paying Delta Gamma alumna member and appointed officer of the Fraternity under the supervision of the President.
- To perform Council-assigned duties in conformity with the Constitution and policies and procedures of the Delta Gamma Fraternity.
- To promote the high standards and ideals of Delta Gamma Fraternity.

### Responsibilities

- **CONSTITUTION.** Adheres to and observes the Delta Gamma Fraternity Constitution, Policies and Procedures.
- **CORRESPONDENCE.** Communicates regularly with the President to keep Council informed of legislative issues related to Fraternity Sorority Political Action Committee (FSPAC) and respond to Cabinet and the membership when requested by Council.
- **COUNCIL.** Works under the direction of the President.
- **EXPENSES.** Submits at least two (2) expense reports (December and July).
- **FILES.** To maintain accurate and current records.
- **JOB DESCRIPTION.** To review and update annually.
- **REGIONAL SEMINARS.** Serves as faculty when requested.
- **PUBLICATIONS.** Writes articles as requested for Fraternity publications.
- **REPORTS.** Files a visit report within two (2) weeks of any visit
- **RESOURCES.** To have thorough knowledge of the Constitution, policies and procedures of the Delta Gamma Fraternity as well as the FSPAC.
- **TECHNOLOGY AND COMMUNICATION.** To utilize Delta Gamma's platforms when necessary.
- **TRAINING.** Prepares specialized training sessions as necessary and as directed by the President.
- **TRAVEL.** To be available for Fraternity assignments.
- **VOLUNTEER RESOURCE FILE.** 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 to be included in the Volunteer Resource File.
- **FUNDRAISE.** Coordinates fundraising for the FSPAC.

### Key Relationships

- **CABINET.** To advise and act as a resource to provide support as needed.
- **COMMITTEE ASSIGNMENTS.** As assigned.
- **COUNCIL.** To advise and act as a resource regarding FSPAC activities and discussions.
- **EXECUTIVE OFFICES.** To advise and act as a resource regarding FSPAC matters.
- **GENERAL MEMBERSHIP.** To communicate in an official capacity when requested by the President.
- **PUBLIC.** To communicate in a positive and professional manner and to answer questions related FSPAC.
- **OTHER.** To assume relationships necessary to accomplish those duties assigned by Council.

Revised 03/2015



## 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. She will attend Convention, OTS and other Fraternity seminars as requested by Council. She 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. She may attend Convention, OTS or other Fraternity seminars if requested by Council. She will attend Nominating Committee planning and slating meetings as requested by the Nominating Committee Chairman. She 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. She may attend Convention, Officer Training Seminar, Regional Training Day(s), and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as needed. She 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. She will attend Convention, Officer Training Seminar, and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as needed. She 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. She will attend Convention, Officers Training Seminar, Winter Directors Meeting and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as requested. She 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 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 her 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 her region as needed.
- Assist with recruitment of advisers for her 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 her 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. She will attend Convention, Officer Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as needed. She 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 Resources
- 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 and call assigned groups at least twice annually.
- Participate in monthly Regional and Alumnae Team conference calls to present alumnae group challenges and assist in alumnae relations.
- Plan and implement alumnae officer training and education.
- Complete alumnae review annually and use as a tool to work with the Regional Director and Alumnae Team to evaluate the overall health of alumnae groups.
- Review Convention and Fraternity award applications and select recipients of regional awards.
- Send an update of monthly activities to the Alumnae Team by the 15<sup>th</sup> of the month, by means determined by Alumnae Team leadership.
- Assist Regional Director with alumnae special anniversary celebrations.
- Serve as alumna initiate program liaison.
- Identify alumnae groups for expansion, revitalization, mergers and disbandments and assist as needed.
- Work with Foundation Director: Alumnae Services to further educate and develop alumnae efforts in support of the Delta Gamma Foundation.

#### Volunteer

- Provide technology support and training for alumnae groups to ensure reporting and use of resources including Anchorbase, Memberplanet, OmegaOne and the Fraternity website document library.
- Support alumnae-wide communications such as the Alumnae Communique and DG Headlines by providing alumnae specific information and updates as well as sharing stories of alumnae as needed.
- Make at least two alumnae chapter visits per year.

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 06/2017

## 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. She will attend Convention, Officer Training Seminar, Regional Training Day(s), and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as needed. She 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 her 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 her chapters by tracking paperwork, responding to recommendations from her 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. She will attend Convention, Officer Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as needed. She 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 chairman (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 her 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 her 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 her chapters and provide strategic advisement to each chapter to increase their recruitment strength.
- Review all membership reports filed regarding her chapters, including Collegiate Development Consultant (CDC) and RFM reports.
- Assess the recruitments of all collegiate chapters under her supervision annually via the Collegiate Chapter Evaluation (CCE) Process.
- Review all Anchorbase recruitment reports filed by chapters in her region.
- Advise her 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 her region.
- Train and oversee membership advisers in her region and identify resources needed.
- Assist in planning Recruitment Preparation Workshops (RPWs) for her 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. She will attend Convention, Officer Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as needed. She 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 her 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 her chapters.
- Complete the finance section of the Collegiate Chapter Evaluation form for collegiate chapters in her 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 Officer Training Seminars and Conventions; 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.

### 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 Staff 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 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 chairman.
- Serves on a team with fellow Foundation Coordinators under the supervision of the Foundation Director: Special Events and 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: Special Events and Collegiate Fundraising.
- With advance notice/approval by Foundation Director: Special Events and 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: Special Events and 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, Officer Training Seminar and other Fraternity seminars as requested by Council. She will travel in an official capacity on behalf of the Fraternity as needed. She 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: Housing Resources
- Director: Housing Development
- Regional Director and Regional Team
- Local House Corporations
- Executive Offices

### Other Interactions

- General Membership
- Public

### Expectations and Responsibilities

#### Fraternity

- Serve as liaison between house corporations in her region, housing leadership and Office of Housing staff.
- Participate in monthly Regional Team and Regional Housing Specialist conference calls.
- Approve final house corporation budgets for her region.
- Demonstrate thorough understanding of housing paperwork stored on Anchorbase, including bylaws, copies of all legal documents, annual reports, annual agreements, house corporation budgets, tax returns, Collegiate Development Consultant (CDC) reports, and monthly regional/director reports.
- Review compliance tracker in Dropbox to ensure house corporations are compliant.
- Monitor house corporations that have loans or may anticipate a major project and/or need for financing.
- Evaluate house corporations and individual officers for potential recognition or awards.
- Contact officers who will be ending their term and offer any assistance with recruiting.
- Monitor house corporation monthly financial statements and maintain current rosters of house corporations in her region.

#### Volunteer

- Assist Housing Alumnae Consultant for Excellence (ACE) and Council Appointed Project Liaison (CAPL) volunteers in her region.

#### Council/Cabinet/Staff

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

# 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 chairman (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 Chairman (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 her 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)
- 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 she advises
- 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 RD.
- 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 02/2020

## 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 her 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 chairman (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

### 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 her advisement.
- Is required to participate, whether virtually or in person, in formal hearings.
- Is recommended to participate, whether virtually or in person, in weekly Honor Board meetings and the transition meetings for the officers she advises.

#### 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 her volunteer supervisor and the volunteers whom she supervises.
- 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

## 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 her 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 her 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 chairman (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 her 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 her 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 chairman (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 her 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 chairman (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 her 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 her volunteer supervisor and the volunteers whom she supervises.
- 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 her 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 her 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 chairman (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 her 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 her 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 chairman (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 her 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 chairman (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
- 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 her 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 she advises.
- 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 her volunteer supervisor and the volunteers whom she supervises.
- 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 02/2020

## 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 her 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 her 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 chairman (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 her 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 her 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 chairman (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 her 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 chairman (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
- 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 her 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 she advises.

#### Advisory Team

- Reports to the advisory team chairman (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 her volunteer supervisor and the volunteers whom she supervises.
- 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 02/2020



## 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

### 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 her 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 her 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 chairman (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 02/2020

## 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 her 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 her 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 chairman (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 her 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 her 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 chairman (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 her 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 chairman (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 her advisement.
- Is recommended to participate, whether virtually or in person, in the transition meetings for the officers she advises.

#### Advisory Team

- Reports to the advisory team chairman (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 her volunteer supervisor and the volunteers whom she supervises.
- 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 her 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 her 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 chairman (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 her 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 her 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 chairman (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 chairman (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 her advisement.
- Is recommended to participate, whether virtually or in person, in the transition meetings for the officers she advises and College Panhellenic meetings, as necessary.

#### Advisory Team

- Reports to the ATC.
- Regularly communicates with her 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 chairman (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 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 her 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 she advises.
- 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 her volunteer supervisor and the volunteers whom she supervises.
- 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 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 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 her advisement.
- Is recommended to participate in person in fundraising events and in the transition meetings for the officers she advises.

#### Advisory Team

- Reports to the Foundation adviser.
- Regularly communicates with her 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, 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 chairman (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 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 her 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 she advises.
- 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 her 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 chairman (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 chairman (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

### 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.
- Is recommended to participate, whether virtually or in person, in the transition meetings for the officers she advises

#### 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 her 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 her 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.

# 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 her 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 chairman, 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 her 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, she 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 she succeeds.
- 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 her, 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 her 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 her, 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 her 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 her, 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 her 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 chairman, 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 chairman 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 her 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 she assigns them otherwise.
- Perform such other duties as may be required of her, 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 her 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.

Revised 05/2021

## 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

## collumnae 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 collumnae 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 collumnae 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 her 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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