

COLLEGIATE OFFICER QUICK GUIDE

chapter president

The chapter president oversees the chapter management team (CMT), joint chapter management team (JCMT), Nominating Committee (Nom Com) and the director of committees. They are also a member of Honor Board, Evaluating Committee (EVC) and the house corporation board. With so many responsibilities to the chapter and advisers, organization and delegation are critical to a successful term!

RESPONSIBILITY

RESOURCES

Chapter Bank Accounts	go to your local bank to be added as an authorize account signor, along with the vp: finance
Chapter Bylaws	Model Bylaws and Standing Rules ; your chapter's current BLSRs
CDC Prep	directions are emailed to you prior to an upcoming CDC visit
Committee System	Collegiate Chapter Officers Manual (CCOM) ; Committee Application ; Collegiate Development Consultant (CDC) Support Guide
Crisis Management	Crisis Communication Policy ; Crisis Communication Procedures ; Chapter Management Quick Reference
Enforcing DG Policies	All Policies and Positional Statements
Fraternity Standards	Fraternity Standards for Collegiate Chapters
Goal Setting	Article II Chapter Goal Setting
Hazing Prevention	HazingPrevention.org
Honor Board	Honor Board Handbook ; Inclusion & Accountability: Addressing Racism in Honor Board ; search 'Honor Board' in the DG library
Officer Roster Update	Anchorbase: How to Update Your Roster
Recruitment & Retention	Recruitment Confidential ; Virtual Recruitment Resources ; search for 'Retention' in the DG library
Slating, Elections, Transitions	Changing of the Tides Handbook ; CCOM

MARK YOUR CALENDAR

- Attend CMT/JCMT meetings.
- Honor Board meetings.
- Nom Com meetings.
- EVC meetings.
- Your chapter's events ... members need to see you participating!

LINKS TO BOOKMARK

- All [DG Policies](#) listing
- [Anchorbase](#) (for tasks to submit, adviser contacts, your regional team volunteers, etc.)
- Uphold the [12 Fraternity Standards](#) in all that you do.
- [eLearning](#) modules & [Delta Gamma Webinars](#)
- Check out the [Collegiate Chapter Officers Manual \(CCOM\)](#) for the details on your role and all CMT and JCMT responsibilities.

DIVE DEEPER

- Delegate whenever possible. Familiarize yourself with all of the CMT/JCMT roles in the CCOM, so you know who is best suited to help.
- When in doubt, email your advisory team chair (ATC) and your RCS, CAC or NCC (each chapter will have only one of these regional volunteers).
- Your contact at Executive Offices is your region's collegiate development specialist (CDS). Email: collddept@deltagamma.org

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