

All resources mentioned in this quick guide can be found in the Delta Gamma library.

COLLEGIATE OFFICER QUICK GUIDE

chapter president

The chapter president oversees the chapter management team (CMT), joint chapter management team (JCMT), Elections Committee 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	CDC Support Guide ; directions are emailed to you prior to an upcoming CDC visit
Committee System	Collegiate Chapter Officers Manual (CCOM) ; Committee Application
Crisis Management	Crisis Communication Policy ; Crisis 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 ; 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 ; Retention Report Guide ; Retention Committee Handbook
Slating, Elections, Transitions	Elections Handbook ; CCOM
Transfer Student Affiliation	Transfer Student FAQ ; Transfer Student Affiliation Programming

MARK YOUR CALENDAR

- Attend CMT/JCMT meetings.
- Honor Board meetings.
- Elections Committee meetings.
- EVC meetings.
- Your chapter's events ... members need to see you participating!
- Monthly president newsletter. Make sure you read this!

LINKS TO BOOKMARK

- [CMT Planning Tool](#)
- [Fraternity Standards for Collegiate Chapters](#)
- All [DG Policies](#) listing
- [Anchorbase](#) (for tasks to submit, adviser contacts, your regional team volunteers, etc.)
- [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 chairman (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 success team (CST). Email: coldept@deltagamma.org

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