

COLLEGIATE DIRECTOR QUICK GUIDE

director of chapter archives

Chapters with more than 125 members should have a director of chapter archives, though smaller chapters may also choose to have this position. This director reports to the vice president: communications and serves on the joint chapter management team (JCMT). The director of chapter archives maintains and updates the history of the chapter to ensure its heritage lives on.

RESPONSIBILITY

RESOURCES

Chapter Anniversary Planning

[Chapter Anniversary Planning Handbook](#)

Chapter Composite

[Chapter Composites Guidelines](#); work with your vp: communications and vp: finance to create an appropriate plan for each year's composite, using your chapter's or campus' preferred, licensed composite vendor; [Greek Licensing](#)

Compile Yearly Record of Chapter/Member Achievements

your chapter's digital (or physical) files, saved mentions of chapter members in articles, pictures labeled with names, etc.

Chapter History (maintain and present)

[Communications Handbook](#); Initiation Handbook (this exists in print only and should never be sent online)

Recognize & Keep Historical Items

[Communications Handbook](#)

MARK YOUR CALENDAR

- Attend JCMT meetings.
- You will be copied on the vp: communications newsletter every other week. Make sure you read this!
- Your chapter's events ... members need to see you participating!

DIVE DEEPER

- Need a copy of your chapter's official history? Check out the [Delta Gamma library](#). If you can't find what you're looking for, reach out to the archivist at EO. You can email the archivist at archives@deltagamma.org.
- Planning a major chapter anniversary? Start planning far in advance, and remember it's not your job to try and do it alone! Work with your local alumnae group, advisers and chapter alumnae.
- Does your chapter have historical items that you don't know what to do with or how handle? You can email the archivist at archives@deltagamma.org.

LINKS TO BOOKMARK

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