

COLLEGIATE DIRECTOR QUICK GUIDE

director of primary recruitment

All chapter sizes should have a director of primary recruitment. They report to the vice president: membership and serve on the joint chapter management team (JCMT) and Evaluating Committee (EVC). Depending on chapter size and structure, they oversee a recruitment committee. They are responsible for serving as the “right hand” of the vp: membership and frequently is the front-facing leader for the chapter when the vp: membership is involved with EVC meetings or other obligations.

RESPONSIBILITY

RESOURCES

Assist with Primary Recruitment	Primary Recruitment Timelines
Serve on Evaluating Committee (EVC)	Recruitment Confidential MyVote Resources
Assist with Recruitment Preparation Workshops (RPWs)	Recruitment Confidential: Conversation Manual Recruitment Preparation Workshops (RPWs)
Manage Recruitment Committee	Collegiate Chapter Officers Manual

RECRUITMENT VIDEOS

- Check out [Delta Gamma's Vimeo page](#) for official videos.
- If creating your own, please follow these [Video Best Practices](#).

RELEASE FIGURE METHODOLOGY (RFM)

- RFM is a powerful tool for maximizing the number of women pledged during primary recruitment and achieving parity for all NPC groups on a campus. Through the RFM process, chapters receive customized invitation numbers (“carry figures” and “flex lists”) for each round of primary recruitment.
- There are many technical elements to recruitment, including RFM, carry figures, flex lists and more. Read about all of these in [Recruitment Confidential](#). Discuss any questions with your RCRS/CRC/NCRC.

MARK YOUR CALENDAR

- Attend JCMT meetings, EVC meetings, and all recruitment events.
- Don't forget that your membership adviser and advisory team chair (ATC) need to be included in all recruitment meetings, as they are full members of EVC!
- You will be copied on the vp: membership newsletter every other week. Make sure you read this!
- Your chapter's events ... members need to see you participating!

DIVE DEEPER

- Each chapter receives a confidential, custom Strategic Report using the information gathered through the Recruitment Assessment, the RFM report, and CDC visit reports. If you need your report, please reach out to your RCRS/CRC/NCRC or email recruitment@deltagamma.org.
- It is essential to read the Recruitment Confidential before you begin your role, as well as other resources found in the [Recruitment Section of the website library](#).

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.
- Visit the [eLearning website](#) to access content related to your position responsibilities.