

## COLLEGIATE DIRECTOR QUICK GUIDE

# director of recruitment records

All chapter sizes should have a director of recruitment records. They report to the vice president: membership and serve on the joint chapter management team (JCMT), Evaluating Committee (EVC) and recruitment committee. The director of recruitment records is responsible for operating the recruitment management tool/program, MyVote, for the chapter. They also work with members to secure Recommendation Forms for potential new members (PNMs).

### RESPONSIBILITY

### RESOURCES

Assist with Primary Recruitment	<a href="#">Primary Recruitment Timelines</a>
Serve on Evaluating Committee (EVC)	<a href="#">Recruitment Confidential</a>
Assist with Recruitment Preparation Workshops (RPWs)	<a href="#">Recruitment Preparation Workshops (RPWs)</a>
Continuous Open Bidding	<a href="#">Collegiate Chapter Officers Manual</a>
Voting and Technology	<a href="#">MyVote Resources</a>
Recommendations	<a href="#">Guide To Recommendations</a>

### THE INFORMATION KEEPER

- Identify strategies with EVC to collect, evaluate, and organize PNM information and MyVote data to make informed decisions when submitting invite lists at the end of each round. We highly recommend doing a practice vote with sample data, as well as practicing list creation to get a feel for the software and formatting. Does your campus offer practice sessions for CampusDirector or ICS? Have you watched the MyVote webinars? Learn more in [Recruitment Confidential](#).

### 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

- Use the information gathered through the Recruitment Assessment, past recruitment data and CDC visit reports. Discuss these with your RCRS/CRC/NCRC.
- 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

- [Review the Recommendation Form Toolkit](#)
- [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.