

COLLEGIATE DIRECTOR QUICK GUIDE

director of alumnae relations

Chapters with more than 125 members should have a director of alumnae relations, though smaller chapters may also choose to have this position. They report to the vice president: programming and serve on the joint chapter management team (JCMT). The director of alumnae relations develops a positive relationship between the chapter and local alumnae, and promotes lifetime membership. Depending on chapter size and structure, they oversee an alumnae relations committee.

RESPONSIBILITY

RESOURCES

Alumnae Newsletter	work with the director: e-communications to send periodic newsletters to your alumnae
Contact Local Alumnae/Invite to Major Chapter Events	DG Chapter Locator
Events with Alumnae	Collumnae Event Planning Guidelines ; Founders Day: Planning Resource
Anchorbase	Roster > Reports > Alumnae by Collegiate Chapter
List of Chapter Alumnae	DG Member Search
Manage Alumnae Relations Committee	Committee Application ; Committee Minutes Form ; Collegiate Chapter Officers Manual (CCOM)
Promote Lifetime Membership	Rituals Handbook

CHAPTERS WITH LOCAL ALUMNAE GROUPS

- Submit articles to their newsletter.
- Ask the local alumnae group's vp: communications or collumnae chair to include collegiate chapter updates, news and requests in their email updates.

CHAPTERS WITHOUT LOCAL ALUMNAE GROUPS NEARBY

- Contact Executive Offices alumnae services department at alumnaedep@deltagamma.org to request a membership spreadsheet of alumnae in your local area.
- Reach out to your RD if you would like to be matched with an alumnae group

MARK YOUR CALENDAR

- Attend JCMT meetings.
- Alumnae relations committee meetings (as needed, at least one per term).
- Help plan "Do Good" Week events with alumnae in your area.
- You will be copied on the vp: programming newsletter every other week. Make sure you read this!
- Your chapter's events ... members need to see you participating!

DIVE DEEPER

- Alumnae is pronounced: 'alum-knee.'
- What does the phrase "collumnae" mean? Collegians + alumnae = collumnae
- Collumnae events are to connect alumnae and collegians. Events can be in person or virtual.
- Questions? Email DG's Director: Alumnae Engagement at Engagement@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.