



VICE PRESIDENT: COMMUNICATIONS



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INTRODUCTIONS

- Name
- Chapter
- Why vp: communications?



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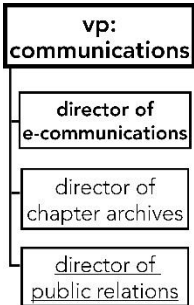
Agenda

- Communications Team
- vp: communication Responsibilities
 - Minute taking
 - Attendance & APNs
 - BLSR
 - Roster Changes
- Delta Gamma Style & Brand
- Brand content
- Next 90 Days
- Questions



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Communications Team



Who else could be seen as members of the communications team?



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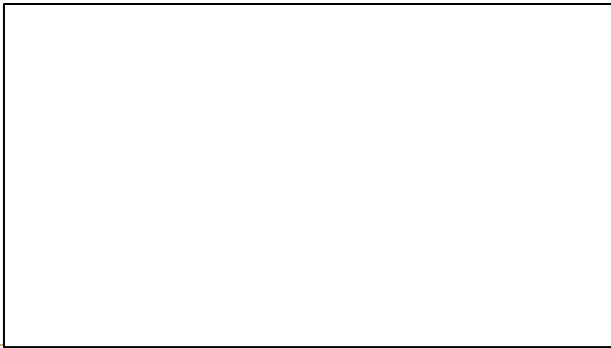


RESPONSIBILITIES



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Chapter Minutes and Attendance



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Chapter Minutes and Attendance

Taking Effective Minutes

Effective minutes should give someone who was not in attendance a snapshot of the meeting and cover the important takeaways from the business conducted.



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Chapter Minutes and Attendance

Taking Effective Minutes: Motions

- Use a bullet point to show the motion
- Write the name of the person that makes the motion (no need for second's name)
- Record whether the motion passed or failed
- Do not record the amount by which it passed or failed



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Chapter Minutes and Attendance

Identify the errors in the following motion:

Motion to approve the approve the Bylaws and Standing Rules as presented. Motion failed.

Jane doe moved to approve the Bylaws and Standing Rules as presented. Motion failed.



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Chapter Minutes and Attendance

Identify the errors in the following motion:

Jane Doe moved to approve the Bylaws and Standing Rules as presented. Motion passed with a 75-15 vote.

Jane doe moved to approve the Bylaws and Standing Rules as presented. Motion passed.

~~With a 75-15 vote.~~



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Chapter Minutes and Attendance

Taking Effective Minutes: Chapter Votes

Example: Jane Doe moved to spend \$100 from accumulated surplus on adviser appreciate gifts. Motion passed.

Example: Jane Doe moved to charge each member of the chapter \$15 to cover the loss of income due to quota being 10 less than budgeted. Motion passed.



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Chapter Minutes and Attendance

Taking Effective Minutes

- The best time to review, edit, and tidy minutes is directly after the meeting has occurred. Take five to ten minutes to review the notes while they're fresh.
- Ensure that details are minimal, remove any discussion or debate, and focus on actions assigned and the decisions made.
- Be sure you are only including the facts and removing any opinion.



Attendance and APNs

Social Standards ▾

Member Education ▾

Recruitment & Panhellenic ▾

Event Guideline Tasks >

Event Guideline Reports >

Honor Board >

Tasks >

Automatic Procedure Workflow



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BYLAWS & STANDING RULES (BLSR)



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Bylaws & Standing Rules (BLSR)

1. Model BLSR sent out in the spring by Director: Chapter Operations.
2. The vp: communications works with CMT to collect changes and update the model to reflect the changes.
3. This is submitted to the RCS/CAC/NCC via Anchorbase, she reviews it along with other regional team members.



Bylaws & Standing Rules (BLSR)

3. Once RCS/CAC/NCC provides feedback and approves all changes one week before the chapter vote.
4. Chapter votes on BLSR. If chapter does not approve, revision process is repeated.
5. The vp: communications notifies RCS/CAC/NCC if BLSR have passed or if additional changes need to be made.



Bylaws & Standing Rules (BLSR)

5. The approved BLSR should be submitted on and uploaded to greekbill.
6. Members are required to log into greekbill and e-sign the BLSR.



Bylaws & Standing Rules (BLSR)



Anchorbase

Dashboard Calendar ▾ Roster ▾ **Chapter Management ▾** Social Standards ▾ Member Education

- Dashboard
- Alpha Chi
- General Reminders
- Upcoming Events

Chapter Management dropdown menu:

- Edit Chapter Info
- Elections >
- Communications >
- Finance >
- CDC >
- Tasks >
- Reports >

Reports dropdown menu:

- Submit BLSRs to RCS/CAC/NCC
- Confirm: Vote to Approve BLSRs
- Submit Previous BLSRs
- Upload Chapter PR Plan



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ROSTER CHANGES



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Roster Changes

vp: social standards

- Resignation of Membership
- Expulsion
- Early Alumnae Status
- Excused Status

vp: communications

- Member Transfer
 - Outgoing
 - Incoming
- 5th Year Alumnae Status
- Graduate

Delta Gamma Library: “How to Update your Anchorbase Roster”

Note: Removal from Roster Process



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Roster Changes: Scenario 1

Spencer comes to an Honor Board meeting because she wants to resign. When asked why she wants to resign, she tells Honor Board that she is pregnant, and she isn't going to have the time or money to stay involved with Delta Gamma.

What should Honor Board do?

- A. Allow Spencer to resign.
- B. Tell Spencer that she can be an alumna.
- C. File an SOR on her, and bring her in for a hearing with the plan of expelling her.
- D. Tell Spencer to request Early Alumna Status through the form in the DG Library.



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Roster Changes: Scenario 2

It is February 2022. Emily is an initiate of Alpha Alpha and is transferring to Fake university in August 2022. She would like to become an alumna member now.

What options are available to Emily?

- A. She can become an alumna member now.
- B. She can resign her membership.
- C. She can join another sorority at Fake University.
- D. She can remain a collegiate member and become an alumnae member when the spring 2022 term ends.



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Roster Changes: Scenario 3

Aria was initiated into Delta Gamma in the Fall of 2021. Fall of 2022 will be her 9th term in college. She will be student teaching this term at a high school that is 2 hours away, and doesn't have time to participate in Delta Gamma activities.

What is the best option for Aria?

- A. She can request Excused Status from Honor Board and ATC
- B. The ATC can grant her 5th year Alumna Status.
- C. She can remain a collegiate member, and be fined for the activities she misses, if she is not excused.
- D. She can resign her membership.



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Roster Changes: Scenario 4

Allison is an initiated member, and is transferring to Imaginary University in fall 2022, where Phi Phi chapter is located and wants to affiliate. Her spring 2022 grades fell below Upsilon Upsilon's good standing requirement. She was in financial good standing at Upsilon Upsilon and her transfer form has been submitted to EO, processed and has been shared with Phi Phi.

What should Phi Phi chapter do?

- A. Allow Allison to affiliate. As long as she was in financial good standing at Upsilon Upsilon, her grades don't matter.
- B. Tell Allison she can't affiliate.
- C. Check to see if her spring 2022 and cumulative GPA meets Phi Phi's good standing requirement. If it does, she can affiliate.



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Roster Changes: Anchorbase



Dashboard Calendar ▾ **Roster ▾** Chapter Management ▾

Dashboard

Alpha Chi

General Reminders

View the webinar about Excused Status here
The password is DeltaGamma1873!

Anchorbase Calendar tasks for 2020-2021
are now available! Click calendar and select
the corresponding task to submit dates for
2020-2021. Fall term calendars are due April
1.

- Tasks >
- Reports >
- Edit Member Info
- Add New Members
- Manage New Members
- Manage Roster
- Manage Affiliates
- Update ATC
- Update Advisers
- Update Officers
- Staff Actions
- Manage Approvals
- Manage Live-In/Live-Out
- Add SOO Activity
- Reinstate Member
- Pending Alum Initiates
- Alum Initiates



- 1) Transfer/Leave School
- 2) Resigned
- 3) 5th Year Alumna Status

- 4) Graduate
- 5) Academic Professional Status
- 6) Remove No Resignation Form

1 2 3 4 5 6

1 2 3 4 5 6



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DELTA GAMMA STYLE GUIDE



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Delta Gamma Style

Identify the errors in the following sentence:

Since Sally is the VP Finance she budgets for alcoholic events.

Because Sally is the **vp: finance**, she budgets for **events with alcohol**.



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Delta Gamma Style

Identify the errors in the following sentence:

The Omega Omega—Test State University chapter has too many actives on their phone during chapter.

Omega Omega-Test State has too many collegians on their phones during chapter meeting.



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Delta Gamma Style

Identify the errors in the following sentence:

The advisor blames all communications mess ups on the vp panhellenic.

The adviser and vp: Panhellenic disagree on best communication methods.



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Delta Gamma Style

Acronyms the Delta Gamma Way

RD	EO	BOT
RCS	CDS	CDC
RCRS	RFNC	Nom Com
RAS	FSA	NPC
RFS	FHC	NCC
RHS	BOA	CAC



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Delta Gamma Style

Acronyms the Delta Gamma Way

RD: Regional Director

RCS: Regional Collegiate Specialist

RCRS: Regional Collegiate Recruitment Specialist

RAS: Regional Alumnae Specialist

RFS: Regional Finance Specialist

RHS: Regional Housing Specialist

EO: Executive Offices

CDS: Collegiate Development Specialist

RFNC: Regional Foundation Coordinator

FSA: Fraternity/Sorority Advisor

FHC: Fraternity House Corporation

BOT: Board of Trustees

CDC: Collegiate

Development Consultant

Nom Com: Nominating Committee

NPC: National Panhellenic Conference

NCC: New Chapter Coordinator

CAC: Council Appointed Coordinator



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DELTA GAMMA BRAND



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Let's play a game!

Using real-life examples

Let's use what we've learned today to make arguments on what is on brand and off brand on the next few slides

- Jot down your answers
- 20 seconds per slide
- A few will be asked to share reasoning



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A. POSTCARDS

①



②



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B. EMAIL SIGNATURES

1.



Jayne Detweiler Crowell
Alpha Pi-Arizona
ANCHORA Editor
jayne@deltagamma.org
330-286-3279

2.



Jayne Detweiler Crowell
Alpha Pi-Arizona
ANCHORA Editor
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330-286-3279



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C. HANDOUTS

1.



Tips to use *GreekBill*

Step 1:
Log in

Step 2:
Click "my account"



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2.



D. MERCHANDISE/GIFTS

1.



2.



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ANCHORA



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Anchora

Submission Deadlines:

April 15: summer issue

July 15: fall issue

October 15: winter issue

January 15: spring issue

Submissions accepted via Google Form (sent in officer newsletter and available on DG website under news and resources tab)



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Anchora

Submitting Chapter Updates

Submitted:

This semester, we had so many super successful events! Our chapter won first place in Greek Weekend overall! This means we had the most members attend the events and win the events. We are also trying to become involved on campus through philanthropies of other Greek organizations and campus events!

Printed:

This semester, Omega Omega-Test State has been working hard to make an impact on campus. They won first place in Greek Weekend. They had the most attendance and chapter participation and won the most events. Sisters are also trying to become involved with the larger community by attending other philanthropic events on campus.



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Anchora

Submit a Story Idea

The *ANCHORA* is always looking for stories of collegians in addition to their chapter updates in Cable Connection. If you have a story idea (perhaps about a sister doing something outstanding or unique, or maybe about your chapter making a difference on campus), please submit it to anchora@deltagamma.org or use the online submission tool that is shared in newsletters throughout the year.

Who knows – you may just see this story on the cover!



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Anchora

Photo Submission Criteria

Only submit high resolution photos (at least 300 dpi/ppi and 4x6 inches in size)

Do not take photos from Facebook or Instagram.

- Send photos that have been uploaded directly from a camera or smartphone.

Each photo should be at least 1 MB in size when you email it.

Submissions are accepted via email or by using the Google Form (anchora@deltagamma.org)



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Publishing a Public Statement

Statements must be approved by EO. Drafts can be emailed to media@deltagamma.org for review, feedback and approval.

- No more than 1 page in length, though ideal is $\frac{1}{2}$ - $\frac{2}{3}$ page
- Be careful not to speak on behalf of Delta Gamma Fraternity and be clear that this is coming from _____ chapter of Delta Gamma.
- Be direct, not accusatory in your language.
- Outline action steps being taken.
- Drive to other credible resources when relevant.

The word "statement" can mean an individual member engaging with a reporter, your chapter providing a quote to the media or any public statement shared on social media or other platforms as it relates to a crisis event, social justice or other subjects.



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Chapter Websites

Chapter Websites (External)



The image displays three different website designs for Delta Gamma chapters. The first is a dark blue site with a starry background and a white circle containing the Greek letters ΔΓ. The second is a white site with a central anchor logo and a pink navigation bar. The third is a light green site with a large photo of a group of women and a navigation bar with icons for Home, About Us, Recruitment, and more.

[Setup Guide](#) [Website PowerPoint](#) [Overview Video](#)



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Contact Us
GreekLicensing
eLearning
Blog
Anchorbase
Careers
Chapter Locator



Follow Delta Gamma Fraternity



Follow Delta Gamma Foundation



Chapter Locator

All Chapters Alumnae Groups Collegiate Chapters

Select a Group

(Any)

State/Province

(Any)

Include

Alumnae Association X

Alumnae Chapter X

Collegiate Chapter X

Include

Active X

Inactive/Closed X

Find

Please enter your search criteria to view results



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Chapter Website

Welcome, Delta Gamma Member!

If you've ever gotten frustrated with sending a million Facebook messages to chapter members or losing a sign-up sheet that got passed around a crowded room, OmegaOne (formerly GINsystem) is the solution. If you've ever wished you could access chapter info from your phone or wanted a cool website for your group, OmegaOne can help with that too!

What OmegaOne Will Offer:

- A **personalized wall**
- Ability to **pay your chapter bill**
- **Mass text and email**
- Emergency check-in
- Points and **study hours tracking**
- Create, sign and collect **contracts and waivers**
- **Event management**
- Order **chapter merchandise**
- and so much more!

Websites

With Delta Gamma's OmegaOne partnership, your chapter will have a compelling online



OmegaOne (Members-Only)

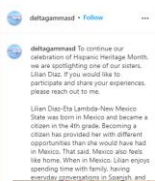
Delta Gamma chapters each have a members-only OmegaOne that has

<https://resources.omegafi.com/omegaone-dg>



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SOCIAL MEDIA



Social Media

Addressing inappropriate/conflict posts and Delta Gamma's Social Media Policy



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SOCIAL MEDIA

If you aren't in Delta Gamma do not Gamma. You aren't in the sorority, don't say you are or act like you are. It's not cute to pose.

Retweets
2

Likes
10



On the surface, you may *think* these aren't that bad, but what do they say about Delta Gamma?

We just got our fourth roommate assignment folks she's blonde, 21, and in Delta Gamma so it's lookin pretty good



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when scary hobos ask you about your delta gamma shirt :-))

LIKES
7



Social Media

Your chapter image and reputation is the sum of all individual encounters, in person or electronically, that the community has with your members.



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CONTENT REVIEW ACTIVITY



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Next 90 Days To-Do List:

1. **Director Team:** Meet with the communication team directors
2. **Record Keeping:** Create a system to maintain your chapter's attendance and minutes
3. **BLSRs:** Review your chapter's BLSRs
4. **Roster:** Review the Anchorbase roster
5. **ANCHORA Submission:** Submit to the summer edition of the ANCHORA by April 15



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QUESTIONS?



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