

COLLEGIATE OFFICER QUICK GUIDE

vp: communications

vp: communications serves on the chapter management team (CMT). Based on chapter committee structure and size, the vp: communications works with (or fulfills the responsibilities of): the director of social media, director of newsletters, and the communications committee.



RESPONSIBILITY

RESOURCES

Attendance-related Honor Board Policies	Honor Board Handbook
Bylaws & Standing Rules (BLSRs) Annual Update	Model Bylaws and Standing Rules ; your chapter's current BLSRs
Chapter Communications Plans	Communications Handbook ; Sample Communications Plan (Event)
DG Branding	Our Brand ; Branding Guidelines ; Brand FAQ ; Brand Elements
DG Style & Terminology	DG Style Guide ; DG Style Guide Chapter Names
Member Roster Updates	Update Your Anchorbase Roster ; Member Status Guide for Collegiate Members
Record Chapter History/ Maintain Chapter Archives	Communications Handbook
Social Media Management	Communications Handbook ; Social Media Policy ; Social Media Policy FAQ ; Social Media Community Guidelines ; Social Media Policy Procedures ; Media Year At-A-Glance ; Practices for Chapter Brand Sponsorships
Take Meeting Minutes	Guidelines for Taking Effective Minutes

MARK YOUR CALENDAR

- Attend CMT/JCMT meetings.
- You (and your directors) will receive a communications newsletter every month. Make sure you read this!.
- Submit stories and chapter updates from your chapter for the *ANCHORA* (deadlines: January 15, April 15, July 15, October 15).
- Your chapter's events ... members need to see you participating!

LINKS TO BOOKMARK

- [CMT Planning Tool](#)
- All [DG Policies](#) listing.
- [Anchorbase](#) (for tasks to submit, adviser contacts, your regional team volunteers, etc.)
- [Fraternity Standards for Collegiate Chapters](#)
- Strive to meet the Delta Gamma Fraternity Standards for Collegiate Chapters in all that you do.
- [eLearning](#) modules & [Delta Gamma Webinars](#)
- Check out the [Collegiate Chapter Officers Manual \(CCOM\)](#) for the details on your role and your directors' responsibilities.

DIVE DEEPER

- Learn all the DG lingo and terminology in the [DG Style Guide](#).
- Ensure your chapter uses licensed vendors for DG apparel. [Hannah's Closet](#) is a great place to start.
- The marketing and communications staff at EO can assist with any public relations, media or crisis communication needs: media@deltagamma.org
- Submit chapter photos for DG's official social media accounts by emailing photos@deltagamma.org