

COLLEGIATE DIRECTOR QUICK GUIDE

Retention Committee, Honor Board Member-at-Large

The Retention Committee is the primary administrative group focusing on the factors that keep women engaged in chapter membership. Committee members work together to understand the current chapter climate and lead the chapter to a successful realization of its retention goals. The Committee has broad responsibilities for understanding the membership experience, discerning trends around membership resignations, and determining actions that need to be taken to ensure members feel seen and valued by the chapter and its officers.

RESPONSIBILITY

RESOURCES

Monthly Committee Meetings

Retention Committee Handbook, Retention Committee Meeting Minutes

Analyze Chapter Retention Report

Retention Report (available on Anchorbase)

Set Chapter Retention Goals

Retention Committee Handbook

Host Retention Interviews

Retention Interview Minute Template (found in the Retention Committee Handbook)

Create a Chapter Retention Survey

Retention Committee Handbook

Develop retention related action items

Retention Committee Handbook

MARK YOUR CALENDAR

- Attend monthly retention meetings
- Participate in annual chapter goal setting

LINKS TO BOOKMARK

- Retention Committee handbook
- [Anchorbase](#) (for tasks to submit, adviser contacts, your regional team volunteers, etc.)

DIVE DEEPER

- Have concerns about a member's emotional or mental health? Refer the member to your chapter's vp:social standards or Honor Board adviser.
- Questions? Email DG's Director: Standards at Standards@deltagamma.org