



2024-25 **Alumnae Officer Navigation Guides**

Updated 2025



Table of Contents

- [president](#)
- [vp: communications](#)
- [vp: finance](#)
- [vp: Foundation](#)
- [vp: membership](#)
- [vp: programming](#)



Please use this as a guide of tasks and reminders throughout the year.

2024-25 Alumnae Officer Navigation Guide | president

Please use this as a guide of tasks and reminders throughout the year.

JULY		AUGUST	SEPTEMBER
<ul style="list-style-type: none"> Review Alumnae Group Evaluation (AGE) and Fraternity Standards with board (great for goal setting and expectations for the year) Start individual award nomination process with board/awards chair Update bank account with signatures if new to role and/or vp: finance is new Coordinate team building activities with board Pay local and PC dues 		<ul style="list-style-type: none"> Attend Fall President's Calls/AGE discussion led by your RAS/ADC (scheduled between August-October) 	<ul style="list-style-type: none"> Attend Fall President's Calls/AGE discussion led by your RAS/ADC (scheduled between August-October) September 22 Attend Alumnae Group Academy along with rest of board
OCTOBER		NOVEMBER	DECEMBER
<ul style="list-style-type: none"> Attend Fall President's Calls/AGE discussion led by your RAS/ADC (scheduled between August-October) October 9-16 Do Good Week October 15 Alumnae Officer Survey responses due October 15 Calendar Planning task in Anchorbase due date Follow up with local officers who have not paid local or per capita dues Appoint Elections and Bylaws Review Committees 		<ul style="list-style-type: none"> November 1 Fraternity Dues/ Fees due November 15 Tax Return due November 15 Individual awards applications due 	<ul style="list-style-type: none"> December 15 Update Foundation hours in Anchorbase

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> Coordinate with board to ensure Founders Day invitations are sent (electronically) to all members and anniversary members Elections Committee to receive applications of interested members 	<ul style="list-style-type: none"> Nominating Committee presents slate to membership (if not already published previously) 	<ul style="list-style-type: none"> Celebrate Founders Day! Conduct vote on elections of new officers and Bylaws with members in good standing
MAY		JUNE
<ul style="list-style-type: none"> Schedule officer installation 		<ul style="list-style-type: none"> June 15 RAS/ADC approved bylaws are approved by alumnae group vote and uploaded to Anchorbase (Operations > Tasks > Alumnae Bylaws) Hold board transition and board planning session Transition incoming officer (if applicable) Create next fiscal year's local due in memberplanet (Quickpay) before 7/1 Make sure Anchorbase is current and next year's officers have been added

2024-25 Alumnae Officer Navigation Guide | president

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Year-Round Activities

- ❑ Lead board meetings
- ❑ Collaborate with RAS/ADC. Assigned RAS/ADC is the president's primary point of contact and the one who completes the group's Alumnae Group Evaluation (AGE)
- ❑ Encourage alumnae officers to attend Regional and Fraternity trainings and events
- ❑ Conduct check-ins with officers to identify needed assistance, training, etc
- ❑ Coordinate with board to identify members for potential succession planning
- ❑ Assist vp: communications with social media updates
- ❑ Assist with duties for any vacant board positions
- ❑ Work with board to appoint new officers if vacancies exist
- ❑ Encourage group members and officers to:
- ❑ Support the Alumna Initiate program
- ❑ Nominate sisters for the [Member of Impact](#) recognition program, Individual Alumnae Awards, Alumnae Advisory Board
- ❑ Apply for Hope Serving, Dawson Institute (facilitator or attendee), Lewis Institute (facilitator), open Leadership positions

Resources

- ❑ [Alumnae Officers Manual](#)
- ❑ [Crisis Management Quick Reference](#)
- ❑ [Fraternity Constitution](#)
- ❑ [Fraternity Standards | Alumnae](#)
- ❑ [Model Bylaws](#)
- ❑ [Alumnae Alcohol Responsibilities Guide](#)
- ❑ [DG Style Guide](#)
- ❑ [Rituals Handbook](#)
- ❑ [Think Anchor Deep](#)
- ❑ [Social Media Policy Procedures](#)



Updated 2024



2024-25 Alumnae Officer Navigation Guide | vp: communications

Please use this as a guide of tasks and reminders throughout the year.

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> July 15 Submit Anchora group update via the ANCHORA Submission Form Pay local and PC dues Work with board to determine outreach and communication plan for group Assess content/design of group website and implement any desired features Upload meeting minutes in Anchorbase (if a meeting was held) 	<ul style="list-style-type: none"> Upload meeting minutes in Anchorbase (if a meeting was held) 	<ul style="list-style-type: none"> Assist with Do Good Week group plans and promotions Start identifying content for October ANCHORA submission Upload meeting minutes in Anchorbase (if a meeting was held)
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> October 15 Submit ANCHORA group update via the ANCHORA Submission Form 	<ul style="list-style-type: none"> Upload meeting minutes in Anchorbase (if a meeting was held) 	<ul style="list-style-type: none"> Start identifying content for January ANCHORA submission Upload meeting minutes in Anchorbase (if a meeting was held)
JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> January 15 Submit ANCHORA group update via the ANCHORA Submission Form Founders Day invitations are sent (electronically) to all members and anniversary members Upload meeting minutes in Anchorbase (if a meeting was held) 	<ul style="list-style-type: none"> Upload meeting minutes in Anchorbase (if a meeting was held) 	<ul style="list-style-type: none"> Celebrate Founders Day! Start identifying content for April ANCHORA submission Upload meeting minutes in Anchorbase (if a meeting was held)
APRIL	MAY	JUNE
<ul style="list-style-type: none"> April 15 Submit ANCHORA group update via the ANCHORA Submission Form Upload meeting minutes in Anchorbase (if a meeting was held) 	<ul style="list-style-type: none"> Share information about new officers via email and social media including photos of individuals Send year-end programming survey to membership Upload meeting minutes in Anchorbase (if a meeting was held) 	<ul style="list-style-type: none"> Start identifying content for July ANCHORA submission Transition incoming officer (if applicable) Upload meeting minutes in Anchorbase (if a meeting was held)

2024-25 Alumnae Officer Navigation Guide | vp: communications

Please use this as a guide of tasks and reminders throughout the year.

Year-Round Activities

- Generate and send group updates/events via memberplanet/email
- Schedule social media posts for group events/activities
- Attend board meetings as scheduled
- Record minutes for board meetings and upload them to Anchorbase (Calendar > Tasks > Alumnae Meeting Confirmation)
- Submit obituary notices of members to dg-eo@deltagamma.org
- Consider implementing a Google Drive for board collaboration
- Consider utilizing tools like Canva and Linktree for posts and communication
- Attend training provided by the region, alumnae leadership and EO

Resources

- [Alumnae Officers Manual](#)
- [Crisis Management Quick Reference](#)
- [Fraternity Constitution](#)
- [Fraternity Standards | Alumnae](#)
- [Communications Handbook](#)
- [DG Style Guide](#)
- [Rituals Handbook](#)
- [Think Anchor Deep](#)
- [Social Media Policy Procedures](#)



Updated 2024

2024-25 Alumnae Officer Navigation Guide | vp: finance

Please use this as a guide of tasks and reminders throughout the year.

JULY		AUGUST	SEPTEMBER
<ul style="list-style-type: none"> □ Pay local and per capita dues □ Prepare a budget for the approval of the Executive Board using the Alumnae Budget Template to assist you □ Update bank account with signatures if new to role and/or president is new 		<ul style="list-style-type: none"> □ Present budget to executive board for approval □ Upload budget to Anchorbase - Operations > Tasks > Alumnae Group Information 	<ul style="list-style-type: none"> □ Review the instructions for preparing Annual Federal Tax Return Form 990-N, which are sent to alumnae groups in September from Executive Offices
OCTOBER		NOVEMBER	
<ul style="list-style-type: none"> □ October 9-16 Do Good Week □ Prepare to pay annual dues and fees as invoiced by Executive Offices □ Send local dues reminder to members who have not paid local dues by end of month 		<ul style="list-style-type: none"> □ November 1 Pay annual dues and fees as invoiced by Executive Offices □ November 15 File Annual Federal Tax Return Form 990N or 990EZ with the Internal Revenue Service and upload confirmation to EO via Anchorbase Task 	

FEBRUARY	MARCH
<ul style="list-style-type: none"> □ Feb 28 If funding a merit based scholarship or fellowship, funds must be received to be awarded the following academic year 	<ul style="list-style-type: none"> □ Celebrate Founders Day!
MAY	JUNE
<ul style="list-style-type: none"> □ Determine if a dues adjustment is needed for the next fiscal year and present to board for a vote if proposing any changes 	<ul style="list-style-type: none"> □ Set up local dues in memberplanet as a QuickPay charge □ Review all income and payments from the fiscal year □ Transition incoming officer (if applicable) □ Ensure all local dues payments for the fiscal year (checks, cash and any other payment method that is not a memberplanet Quickpay payment) are entered into Anchorbase (Finance > Tasks > Update Paid Local Dues).

2024-25 Alumnae Officer Navigation Guide | vp: finance

Please use this as a guide of tasks and reminders throughout the year.

Year-Round Activities

- Encourage all alumnae officers and members to pay per capita dues directly to the Fraternity
- Pay bills in a timely fashion
- If an item or bill is in question, obtain board approval or review prior to submitting payment
- Keep records on income and payments
- Record local dues payments in Anchorbase (checks, cash, any other payment method that is not a memberplanet QuickPay payment)
- Make regular financial reports to the Executive Board and to the general membership, suggested to be done on a biannual basis
- Maintain a bank account for the group in a federally insured banks or savings and loans institution with either the president or vp: finance authorized to sign checks under \$500.00; both authorized signatures are required for all disbursements in excess of \$500.00
- Complete the Foundation Fundraising Report Form in Anchorbase with the assistance of the vp: Foundation and president no later than two weeks after the date of the fundraising event
- Coordinate with vp: communications to include dues payment recognition, dues asks, expense descriptions and other financial information in newsletters
- Attend board and business meetings as scheduled
- Attend training provided by the region, alumnae leadership and EO

Resources

- [Alumnae Officers Manual](#)
- [Crisis Management Quick Reference](#)
- [Fraternity Constitution](#)
- [Fraternity Standards | Alumnae](#)
- [Schedule of Dues & Fees](#)
- [Rituals Handbook](#)
- [Think Anchor Deep](#)



Updated 2024

2024-25 Alumnae Officer Navigation Guide | vp: Foundation

Please use this as a guide of tasks and reminders throughout the year.

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> □ Pay local and per capita dues □ Establish methodology for tracking volunteer service hours (utilize Do Good Hours Tracker) □ Start planning Do Good Week □ Coordinate with board for planning service and fundraising opportunities for the group □ Dry Eye Awareness Month 	<ul style="list-style-type: none"> □ Consider nominating a sister for the Oxford Award □ Children's Eye Health and Safety Month 	<ul style="list-style-type: none"> □ Sports Eye Safety Month □ Finalize plans for Do Good Week
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> □ October 9-16 Do Good Week □ October 10 World Sight Day □ October 15 Alumnae Officer Survey responses due □ October 15 White Cane Awareness Day □ Send a reminder to membership about submitting Do Good Hours □ Eye Injury Prevention Month □ Blindness Awareness Month 	<ul style="list-style-type: none"> □ Diabetes-Related Eye Disease Month 	<ul style="list-style-type: none"> □ December 1 Merit-based graduate fellowship applications open □ December 15 Log Do Good Hours in Anchorbase □ Submit all fundraising monies to the Foundation by December 31
JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> □ January 4 World Braille Day □ Glaucoma Awareness Month □ Braille Literacy Month 	<ul style="list-style-type: none"> □ March 1 If funding a merit-based scholarship or fellowship, funds must be received to be awarded the following academic year □ AMD/Low Vision Awareness Month 	<ul style="list-style-type: none"> □ Celebrate Founders Day! □ March 9-15 World Glaucoma Week □ Workplace Eye Wellness Month
APRIL	MAY	JUNE
<ul style="list-style-type: none"> □ April 1 Merit-based graduate fellowship applications close □ April 20-26 National Volunteer Week □ April 30 International Guide Dog Day □ Send a reminder to membership about submitting Do Good Hours □ National Women's Eye Health and Safety Month 	<ul style="list-style-type: none"> □ May 15 Log Do Good Hours in Anchorbase □ Healthy Vision Month 	<ul style="list-style-type: none"> □ Transition incoming officer (if applicable) □ June 27 National Sunglasses Day □ Cataract Awareness Month □ Submit all spring fundraising monies to the Foundation by June 30

2024-25 Alumnae Officer Navigation Guide | vp: Foundation

Please use this as a guide of tasks and reminders throughout the year.

Year-Round Activities

- Participate in board meetings.
- Promote Foundation initiatives and programs, like merit-based graduate fellowships, Crisis Grants and service opportunities to members.
- Follow Delta Gamma Foundation on social media and share information with group
- #FoundationFriday social media posts.
- Develop and host fundraisers benefiting the Delta Gamma Foundation and direct up to 90% of the proceeds to a local 501(c)(3) that shares our Service for Sight mission.
- The Foundation Fundraising Report Form is due 2 weeks after a Foundation fundraising event and should be completed by the vp: finance or president with the assistance of the vp: Foundation.
- Work with board to identify programming opportunities with collegiate chapters
- Coordinate with board members to perform a Foundation ritual, if desired (see Foundation: Ceremony in DG Library).
- Attend training provided by the Region, Alumnae Leadership and/or EO
- Coordinate Do Good Hours opportunities for members and establish a methodology for tracking hours to be submitted twice a year in Anchorbase.

Resources

- [Foundation Focus: Alumnae Edition](#)
- [Alumnae Officers Manual](#)
- [Crisis Management Quick Reference](#)
- [Fraternity Constitution](#)
- [Fraternity Standards | Alumnae](#)
- [Foundation Policies](#)
- [Alumnae Alcohol Responsibilities Guide](#)
- [Alumnae Do Good Hours Tracker](#)
- [Funding A Merit-Based Scholarship or Graduate Fellowship](#)
- [Funding a Sisters Helping Sisters: Need-Based Scholarship](#)



Updated 2025

2024-25 Alumnae Officer Navigation Guide | vp: membership

Please use this as a guide of tasks and reminders throughout the year.

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> □ Pay local and per capita dues 	<ul style="list-style-type: none"> □ Coordinate with vp: communications to update website □ Coordinate with vp: communications to ensure member-related announcements and recognition are included in group outreach 	<ul style="list-style-type: none"> □ Coordinate with vp: programming to identify attendees new to group events and conduct outreach □ Work with vp: communications to identify bounced email addresses in memberplanet
OCTOBER		
<ul style="list-style-type: none"> □ October 9-16 Do Good Week 		

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> □ Assist with outreach to recent graduates in area 	<ul style="list-style-type: none"> □ Pull member milestones anniversaries and Individual Alumnae Awards info for recognition at Founders Day from Anchorbase: Awards> Reports > Membership Milestone Anniversaries and Awards > Reports > Individual Alumnae Award 	<ul style="list-style-type: none"> □ Celebrate Founders Day!
MAY		JUNE
<ul style="list-style-type: none"> □ Assist with outreach to recent graduates in area 		<ul style="list-style-type: none"> □ Conduct Alumnae Group Zip Code Analysis and Update process □ Transition incoming officer (if applicable) □ Coordinate with vp: finance to ensure local QuickPay dues are set up in Memberplanet

2024-25 Alumnae Officer Navigation Guide | vp: membership

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Year-Round Activities

- Welcome newcomers to events with a phone call, letter, or new member packet and consider matching a member with a newcomer to ensure the new member is introduced and not left alone at events
- Contact members who have not attended events in a while to find out what caused them to stop participating and tell them they are missed
- Utilize DGs New to Town Report in Anchorbase to welcome new sisters in the area [Roster>Reports]
- Add members/edit member info as needed in Anchorbase [Roster>Tasks]
- Work with vp: programming to maintain and encourage Special Interest Groups (SIGs) to recruit and retain members via small groups
- Utilize social media to recognize members for accomplishments, skills, support, etc., for member retention and informal rituals and assist with website as needed for recruitment and retention
- Coordinate Alumna Initiate requests as per the [Alumna Initiate Process](#)
- Cover the duties of the Panhellenic delegate if this office is not appointed
- Attend training provided by the region, alumnae leadership and EO
- Work with fellow officers to set up and conduct surveys of the group's membership

Resources

- [Alumnae Officers Manual](#)
- [Crisis Management Quick Reference](#)
- [Fraternity Constitution](#)
- [Fraternity Standards | Alumnae](#)
- [Membership Area Update Form](#)
- [Membership Toolkit](#)
- [Rituals Handbook](#)
- [Think Anchor Deep](#)
- [Social Media Policy Procedures](#)



Updated 2024

2024-25 Alumnae Officer Navigation Guide | vp: programming

Please use this as a guide of tasks and reminders throughout the year.

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> □ Pay local and per capita dues □ Use spring programming survey results to help develop programming goals □ Plan calendar of events and record in Anchorbase □ Consider recruiting hostesses for each event and/or committee members □ Plan Fall Kickoff for August-October 	<ul style="list-style-type: none"> □ Communicate Do Good Week plans □ Fall Kickoff (August-October) □ Communicate with Founders Day committee and reach out to collegiate chapter for planning as needed □ Update website with calendar of events □ Communicate with existing SIG leaders for their calendar of events 	<ul style="list-style-type: none"> □ Assist with Do Good Week plans and promotions for the group □ Fall Kickoff (August-October) □ Coordinate with vp: membership to identify attendees new to the group and conduct outreach □ Recruit potential SIG leaders and identify interest in forming new groups or joining existing ones
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> □ October 9-16 Do Good Week □ October 15 Alumnae Officer Survey responses due □ Fall Kickoff (August-October) □ Secure location for Founders Day, as close to March 15 as possible □ Consult Board to determine if there are any awards that can be given at Founders Day (Fraternity and/or local) 	<ul style="list-style-type: none"> □ Participate with collegiate chapter(s) for Senior Recommitment Ceremony or other senior activity for December graduates □ Continue Founders Day planning 	<ul style="list-style-type: none"> □ Finalize spring events and update Anchorbase, website, social media

MARCH	APRIL	MAY	JUNE
<ul style="list-style-type: none"> □ Celebrate Founders Day! 	<ul style="list-style-type: none"> □ Communicate with collegiate chapter(s) (if applicable) for Founders Day during their budget/calendar planning period 	<ul style="list-style-type: none"> □ Send year-end programming survey to all members to begin planning for next year 	<ul style="list-style-type: none"> □ Transition incoming officer (if applicable)

2024-25 Alumnae Officer Navigation Guide | vp: programming

Please use this as a guide of tasks and reminders throughout the year.

Year-Round Activities

- Participate in board meetings
- Connect with vp: communications with upcoming events for newsletter and determine scheduled social media posts
- Complete Post Event Summaries on Anchorbase for events each month
- Provide vp: membership with names of any members attending an event for the first time
- Submit receipts to vp: finance for any programming expenses incurred
- Attend training provided by the Region, Alumnae Leadership, and/or EO
- Monitor planning for Founders Day using the Founders Day Planning Guide
- Complete Outreach and Financial Contributions to Collegiate Chapter Anchorbase task in coordination with vp: finance

Resources

- [Alumnae Officers Manual](#)
- [Crisis Management Quick Reference](#)
- [Fraternity Constitution](#)
- [Fraternity Standards | Alumnae](#)
- [Alumnae Programming Ideas](#)
- [Alumnae Alcohol Responsibilities Guide](#)
- [DG Style Guide](#)
- [Rituals Handbook](#)
- [Think Anchor Deep](#)
- [Social Media Policy Procedures](#)
- [Collumnae Event Planning Guidelines](#)



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