

Alumnae Officer Navigation | vp: communications

Utilize this calendar for planning and to add group-specific tasks

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> □ July 15 Submit Anchora group update via the ANCHORA Submission Form □ Pay local and per capita dues □ Add dates to Anchobase for board and business meetings for the fiscal year □ Work with board to determine outreach and communication plan for group □ Assess content/design of group website and implement any desired changes 	<ul style="list-style-type: none"> □ Evaluate initial email(s) sent to members via memberplanet to track open and click rates □ Evaluate initial email(s) sent to members for bounced emails and flag those members for vp:membership to follow up with □ Join in the #IAmASororityWoman Campaign with this Toolkit 	<ul style="list-style-type: none"> □ Assist with Do Good Week plans and promotions for the group □ Start identifying content for October ANCHORA submission
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"> □ Start identifying content for January ANCHORA Submission 	<ul style="list-style-type: none"> □ Start identifying content for January ANCHORA submission

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> □ January 15 Submit ANCHORA group update via the ANCHORA Submission Form 		<ul style="list-style-type: none"> □ Celebrate Founders Day! Start identifying content for April ANCHORA submission
APRIL	MAY	JUNE
<ul style="list-style-type: none"> □ April 15 Submit ANCHORA group update via the ANCHORA Submission Form 	<ul style="list-style-type: none"> □ Share information about new officers via newsletters and social media including installation photos 	<ul style="list-style-type: none"> □ Start identifying content for July ANCHORA submission □ Transition incoming officer (if applicable)

Monthly Activities

- Generate and send monthly newsletter/group updates/event info via memberplanet
- Schedule social media posts for group events

Year-Round Activities

- Attend board and business meetings as scheduled
- Record minutes for board and business meetings and upload board and business meeting minutes to Anchorbase [Calendar->Tasks->Alumnae Meeting Confirmation]
- Upload at least one version of yearly newsletter (best options might be fall kickoff time or post-holidays) [Operations->Tasks->Alumnae Newsletter]
- Develop a social media plan that utilizes accounts to connect sisters, promote opportunities locally and with the Fraternity, and engage in informal rituals
- Coordinate any business or social correspondence for the group
- 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
- Consider working on archives/history of group: officers, photos, signature events, individual award winners, group award history, etc.
- Attend training provided by the Region, Alumnae Leadership, and/or EO

AGE Anchors | See Fraternity Standards 1, 2, 3, 4, 6, 9, 10, 12

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](#)



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