

# Alumnae Officer Navigation | vp: membership

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

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> <li>□ Update email signature with new dues link</li> <li>□ Pay local and per capita dues</li> </ul>	<ul style="list-style-type: none"> <li>□ Coordinate with vp: communications to update website</li> <li>□ Coordinate with vp: communications to ensure member-related announcements and recognition are included in group outreach</li> </ul>	<ul style="list-style-type: none"> <li>□ Coordinate with vp: programming to identify attendees new to group events and conduct outreach</li> <li>□ Work with vp: communications to identify bounced email addresses in memberplanet</li> </ul>
OCTOBER	NOVEMBER	DECEMBER

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

## Monthly 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

## Year-Round Activities

- 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]; coordinate with vp: finance
- Work with vp: programming to maintain and encourage Special Interest Groups (SIGs) to recruit and retain members via a small group; utilize Alumnae Group SIG Strategy in Programming Toolkit
- 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/or EO
- Work with fellow officers to set up and conduct surveys of the group's membership

**AGE Anchors | See Fraternity Standards 1, 2, 3, 4, 5, 7, 9, 10, 12**

## Resources

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



Updated 2023

