

Alumnae Officer Navigation | president

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

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> □ Review Alumnae Group Evaluation (AGE) with board □ Start individual awards 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 □ Update email signature with new dues link 	<ul style="list-style-type: none"> □ Complete Alumnae Group Evaluation (AGE) Self Assessment in preparation for Fall Call with Regional Alumnae Specialist/Alumnae Development Consultant 	<ul style="list-style-type: none"> □ Use Slating & Elections Toolkit to start appointing Nominating Committee (or ensuring they are meeting if in 2nd year of appointment)
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> □ October 15 Individual award applications due in Anchorbase □ AGE self-evaluation closes □ Appoint Bylaws Review Committee 	<ul style="list-style-type: none"> □ Schedule election events in Anchorbase. □ Update Alumnae Group Information Task and Alumnae Group Profile in Anchorbase for AGE □ Encourage members to apply for Delta Gamma Leadership roles 	
JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> □ Nominating Committee to receive all applications of interested members and begin forming the slate of incoming officers □ Coordinate with board to ensure Founders Day invitations are sent to all members and anniversary members 	<ul style="list-style-type: none"> □ Nominating Committee presents slate to membership (if not already published previously) 	<ul style="list-style-type: none"> □ March 31 Officers for 2021-22 should be elected and reported in Anchorbase □ Celebrate Founders Day! □ Conduct vote on slate/nominations with members in good standing □ Review bylaws, make necessary revisions, and upload to Anchorbase
APRIL	MAY	JUNE
	<ul style="list-style-type: none"> □ Schedule officer installation 	<ul style="list-style-type: none"> □ June 30 Update Officer Roster in Anchorbase □ Hold board transition and board planning session □ Transition incoming officer (if applicable)

Monthly Activities

- Participate in board and business meetings.
- Encourage alumnae officers to attend Leadership Roundtables
- Conduct check-ins with officers to identify needed assistance, training, etc
- Coordinate with board to identify members for potential succession planning

Year-Round Activities

- Attend training provided by the Region, Alumnae Leadership, and/or EO
- Participate in/collaborate with House Corporation Board meetings of collegiate chapter as requested/desired
- Assist vp: communications with social media updates
- Communicate with Regional Alumnae Specialist/Alumnae Development Consultant on a regular basis to promote successes, request assistance, and collaborate on long-term planning
- Assist with duties for any vacant board positions
- Work with board to appoint new officers if vacancies exist
- Participate in regional roundtables and/or collaborative experiences
- Welcome new members at events
- Maintain working relationships with Advisory Team Chair of collegiate chapter for alumnae outreach
- Act as hostess for any visiting members of Regional Team and/or Fraternity and Foundation

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](#)



AGE Anchors | See Fraternity Standards 1, 2, 3, 4, 6, 7, 10, 12

Updated 2023

