

Alumnae Officer Navigation | president

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

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> <input type="checkbox"/> Review Alumnae Group Evaluation (AGE) with board <input type="checkbox"/> Start individual awards nomination process with board/awards chair <input type="checkbox"/> Update bank account with signatures if new to role and/or vp: finance is new <input type="checkbox"/> Coordinate team building activities with board <input type="checkbox"/> Update email signature with new dues link 	<ul style="list-style-type: none"> <input type="checkbox"/> 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"> <input type="checkbox"/> 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"> <input type="checkbox"/> October 15 Individual award applications due in Anchorbase <input type="checkbox"/> AGE self-evaluation closes <input type="checkbox"/> Appoint Bylaws Review Committee 	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule election events in Anchorbase. <input type="checkbox"/> Update Alumnae Group Information Task and Alumnae Group Profile in Anchorbase for AGE <input type="checkbox"/> Encourage members to apply for Delta Gamma Leadership roles 	
JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <input type="checkbox"/> Nominating Committee to receive all applications of interested members and begin forming the slate of incoming officers <input type="checkbox"/> Coordinate with board to ensure Founders Day invitations are sent to all members and anniversary members 	<ul style="list-style-type: none"> <input type="checkbox"/> Nominating Committee presents slate to membership (if not already published previously) 	<ul style="list-style-type: none"> <input type="checkbox"/> March 31 Officers for 2021-22 should be elected and reported in Anchorbase <input type="checkbox"/> Celebrate Founders Day! <input type="checkbox"/> Conduct vote on slate/nominations with members in good standing <input type="checkbox"/> Review bylaws, make necessary revisions, and upload to Anchorbase
APRIL	MAY	JUNE
	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule officer installation 	<ul style="list-style-type: none"> <input type="checkbox"/> June 30 Update Officer Roster in Anchorbase <input type="checkbox"/> Hold board transition and board planning session <input type="checkbox"/> Transition incoming officer (if applicable)

Alumnae Officer Navigation | president

Utilize these activities & resources as a guide to best practices

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 Chairman of collegiate chapter for alumnae outreach
- Act as hostess for any visiting members of Regional Team and/or Fraternity and Foundation
- Cover the duties of the Recommendation Chair if this office is not appointed

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

Resources

- Alumnae Officers Manual
- Crisis Management Quick Reference
- Fraternity Constitution
- Foundation: Constitution
- Fraternity Standards | Alumnae
- Model Bylaws
- Alumnae Alcohol Responsibilities Guide
- DG Style Guide
- Rituals Handbook
- Think Anchor Deep
- Social Media Policy Procedures

