

# Alumnae Officer Navigation | vp: programming

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> <li>□ Use spring programming survey results to help develop programming goals</li> <li>□ Plan calendar of events for fiscal year using the <a href="#">Five Star Programming Model</a></li> <li>□ Consider recruiting hostesses for each event and/or committee members</li> <li>□ Plan Fall Kickoff for August/September</li> </ul>	<ul style="list-style-type: none"> <li>□ Communicate Do Good Week plans</li> <li>□ Fall Kickoff (August/September)</li> <li>□ Communicate with Founders Day committee and reach out to collegiate chapter for planning as needed</li> <li>□ Update Anchorbase with fall events</li> <li>□ Update website with calendar of events</li> <li>□ Communicate with existing SIG leaders for their calendar of events and add to Anchorbase</li> </ul>	<ul style="list-style-type: none"> <li>□ Assist with Do Good Week plans and promotions for the group</li> <li>□ Fall Kickoff (August/September)</li> <li>□ Coordinate with vp: membership to identify attendees new to the group and conduct outreach</li> <li>□ Recruit potential SIG leaders and identify interest in forming new groups or joining existing ones</li> </ul>
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> <li>□ Secure location for Founders Day, as close to March 15 as possible</li> <li>□ Consult Board to determine if there are any awards that can be given at Founders Day (Fraternity and/or local)</li> </ul>	<ul style="list-style-type: none"> <li>□ Participate with collegiate chapter(s) for Senior Recommitment Ceremony or other senior activity for December graduates</li> <li>□ Continue Founders Day planning</li> </ul>	<ul style="list-style-type: none"> <li>□ Finalize spring events and update Anchorbase, website, social media</li> </ul>
JANUARY	FEBRUARY	MARCH
		<ul style="list-style-type: none"> <li>□ Celebrate Founders Day!</li> </ul>
APRIL	MAY	JUNE
<ul style="list-style-type: none"> <li>□ Communicate with collegiate chapter(s) (if applicable) for Founders Day during their budget/calendar planning period</li> </ul>	<ul style="list-style-type: none"> <li>□ Send year-end programming survey to all members to begin planning for next year</li> </ul>	<ul style="list-style-type: none"> <li>□ Transition incoming officer (if applicable)</li> </ul>

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## Monthly Activities

- Participate in board and business 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

## Year-Round Activities

- 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](#)
- [Virtual Programming Guide](#)
- [5 Star Programming Ideas](#)
- [Alumnae Alcohol Responsibilities Guide](#)
- [DG Style Guide](#)
- [Rituals Handbook](#)
- [Think Anchor Deep](#)
- [Collumnae Event Planning Guidelines](#)



**AGE Anchors | See Fraternity Standards 1, 2, 3, 4, 5, 7, 9, 10, 11, 12**

Updated 2023

