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

July	August	September
☐ Update email signature with new dues link ☐ Pay local and per capita dues ☐ Use spring programming survey results to help develop programming goals ☐ Plan calendar of events for fiscal year using the [Five Star Programming Model](#) ☐ Consider recruiting hostesses for each event and/or committee members ☐ Plan Fall Kickoff for August/September	☐ Communicate Do Good Week plans ☐ Fall Kickoff (August/September) ☐ Communicate with Founders Day committee and reach out to collegiate chapter for planning as needed ☐ Update Anchorbase with fall events ☐ Update website with calendar of events ☐ Communicate with existing SIG leaders for their calendar of events and add to Anchorbase	☐ Assist with Do Good Week plans and promotions for the group ☐ Fall Kickoff (August/September) ☐ Coordinate with vp: membership to identify attendees new to the group and conduct outreach ☐ Recruit potential SIG leaders and identify interest in forming new groups or joining existing ones
October	**November**	**December**
☐ Secure location for Founders Day, as close to March 15 as possible ☐ Consult Board to determine if there are any awards that can be given at Founders Day (Fraternity and/or local)	☐ Participate with collegiate chapter(s) for Senior Recommitment Ceremony or other senior activity for December graduates ☐ Continue Founders Day planning	☐ Finalize spring events and update Anchorbase, website, social media
January	**February**	**March**
	☐	☐ Celebrate Founders Day!
April	**May**	**June**
☐ Communicate with collegiate chapter(s) (if applicable) for Founders Day 2022 during their budget/calendar planning period		☐ Send year-end programming survey to all members to begin planning for next year ☐ Transition incoming officer (if applicable)

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Utilize these activities & resources as a guide to best practices

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

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

Resources

- Alumnae Officers Manual
- Crisis Management Quick Reference
- Fraternity Constitution
- Foundation: Constitution
- Fraternity Standards | Alumnae
- Planning a Meet and Greet
- Virtual Programming & Sisterhood
- 5 Star Programming Ideas
- Rituals Handbook
- Think Anchor Deep
- Alumnae Alcohol Responsibilities Guide
- Collumnae Event Planning Guidelines
- Programming Toolkit