

## COLLEGIATE DIRECTOR QUICK GUIDE

# director of alumnae relations

Chapters with more than 125 members should have a director of alumnae relations, though smaller chapters may also choose to have this position. They report to the vice president: programming and serve on the joint chapter management team (JCMT). The director of alumnae relations develops a positive relationship between the chapter and local alumnae, and promotes lifetime membership. Depending on chapter size and structure, they oversee an alumnae relations committee.

### RESPONSIBILITY

### RESOURCES

Alumnae Newsletter	work with the director: e-communications to send periodic newsletters to your alumnae
Contact Local Alumnae/Invite to Major Chapter Events	<a href="#">DG Chapter Locator</a>
Events with Alumnae	<a href="#">Collumnae Event Planning Guidelines</a> ; <a href="#">Founders Day: Planning Resource</a>
List of Chapter Alumnae	<a href="#">DG Member Search</a>
Manage Alumnae Relations Committee	<a href="#">Committee Application</a> ; <a href="#">Committee Minutes Form</a> ; <a href="#">Collegiate Chapter Officers Manual (CCOM)</a>
Promote Lifetime Membership	<a href="#">Rituals Handbook</a>

### CHAPTERS WITH LOCAL ALUMNAE GROUPS

- Submit articles to their newsletter.
- Ask the local alumnae group's vp: communications or collumnae chair to include collegiate chapter updates, news and requests in their email updates.

### CHAPTERS WITHOUT LOCAL ALUMNAE GROUPS NEARBY

- Contact Executive Offices alumnae services department at [alumnaedept@deltagamma.org](mailto:alumnaedept@deltagamma.org) to request a membership spreadsheet of alumnae in your local area.

### MARK YOUR CALENDAR

- Attend JCMT meetings.
- Alumnae relations committee meetings (as needed, at least one per term).
- Help plan "Do Good" Week events with alumnae in your area.
- You will be copied on the vp: programming newsletter every other week. Make sure you read this!
- Your chapter's events ... members need to see you participating!

### DIVE DEEPER

- Alumnae is pronounced: 'alum-knee.'
- What does the phrase "collumnae" mean? Collegians + alumnae = collumnae
- Collumnae events are to connect collegians with alumnae living in the local area, not just alumnae from your chapter.
- Questions? Email DG's Director: Lifetime Engagement at [Engagement@deltagamma.org](mailto:Engagement@deltagamma.org)

### LINKS TO BOOKMARK

- 2020-2021 [Collegiate Chapter Resource Guide](#) (Changes Due to COVID-19)
- [Anchorbase](#) (for tasks to submit, adviser contacts, your regional team volunteers, etc.)
- Check out the [Collegiate Chapter Officers Manual \(CCOM\)](#) for details on your responsibilities.
- Uphold the [12 Fraternity Standards](#) in all that you do.
- All [DG Policies](#) listing.