

COLLEGIATE DIRECTOR QUICK GUIDE

director of committees

Chapters with more than 75 members should have a director of committees, though smaller chapters may also choose to have this position. The director of committees reports to the chapter president and serves on the joint chapter management team (JCMT). This position coordinates the chapter committee structure. Committees consist of members from all classes in the chapter. They give more chapter members a voice in planning chapter activities and help assist JCMT with their responsibilities.

RESPONSIBILITY

RESOURCES

Chapter Roster (ensuring all members are on a committee)

[Anchorbase](#)

Committee Descriptions & Purpose

[Collegiate Chapter Officers Manual \(CCOM\)](#)

Committee Organization & Management

[Committee Application](#); [Committee Minutes Form](#); [Guidelines for Taking Effective Minutes](#)

COMMON COMMITTEES

The number of committees your chapter has will depend on how many members you have. Refer to the CCOM for more information and descriptions of committee responsibilities:

All chapters:

- programming
- rituals
- recruitment
- retention
- scholarship
- social events

For 76+ members, we suggest adding:

- member education
- communications
- chapter operations
- Foundation
- new member

For 125+ members, we suggest adding:

- public relations
- song
- alumnae relations
- archives
- fundraising
- social awareness

All hands on deck:

- Bronze/Pink/Blue
- Anchor Splash@/Anchor Games
- events/activities
- Inspiration/Initiation
- recruitment

MARK YOUR CALENDAR

- Attend JCMT meetings.
- When committee applications are due (usually December or January).
- Work with your president to set aside time during at least one chapter meeting a month for committees to break out into small groups.
- You will be copied on the chapter president newsletter every other week. Make sure you read this!

LINKS TO BOOKMARK

- [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.
- 2020-2021 [Collegiate Chapter Resource Guide](#) (Changes Due to COVID-19)

DIVE DEEPER

- How do you assign sisters to committees? Have chapter members fill out the [Committee Application Form](#). Committee assignments may be for the calendar year, a single term or a specific event.
- Ensure every committee has a clear purpose and agenda.
- Questions? Email DG's Director: Chapter Operations at chapteroperations@deltagamma.org