# Regional Alumnae Specialist Transition Guide

## Prior to transition meeting:

* **Outgoing RAS leads communication and offers guidance on how to:**
	+ Create myDG account and edit personal page, if you have not done this already
	+ Access and download handbooks, guides and manuals from myDG for easy reference in the future
		- Alumnae Officers Manual *(****Incoming RAS:*** *please read and become familiar with prior to transition meeting)*
		- Fraternity Foundation Staff Directory
		- Articles of Incorporation and Fraternity Constitution
		- Fraternity and Foundation Policy Database
		- Foundation Constitution
		- Foundation Focus Handbook
		- Delta Gamma Style Guide

## Outgoing RAS sends any historical materials to new officer and provides files containing:

* + Visit and ATD reports for previous three years
	+ RAS Annual Report for previous year
	+ Alumnae Review ratings criteria and instruction sheet
	+ Regional awards and recipients
	+ Regional and Alumnae Team conference call minutes
	+ Coordination Committee files if applicable
	+ Online Regional training presentations from previous year
* **Transition Meeting-** Incoming and outgoing officers determine date, time and type of formal transition meeting (in person, telephone, electronic)
* **Transition Report-** Revise and add a brief report that transition took place and total expenses for incoming/outgoing RAS

## Summary of Transition and Expenses

**RAS Transition Meeting Agenda**

**Fraternity Structure**

* + Share chart found in back of AOM
	+ Regional team organization
	+ Alumnae Team Organization using *Navigating Alumnae Waters* (my/DG resource)
	+ Alumnae Team Calendar

## RAS Job Description + General Routine

* + Expense reports
	+ OTS and Convention dates
	+ Busy times: Alumnae Review in the spring; IRS filing in November
	+ August calls to presidents
	+ Overview of the groups will be working with
	+ Ideas on how to split the groups among RASs, if not already determined

## Resources/myDG

* + Overview of Delta Gamma Web site and myDG
	+ Cabinet Resource Center
	+ Alumnae Resource Center
	+ Resources for Everyone
	+ Foundation Resource Center

## Alumnae Review

* + Criteria for number ratings and instructions
	+ Regional worksheets
	+ Five Star to Alumnae Success Award programming component
	+ Use as planning tool to determine needs and visits for fiscal year
	+ Overall process and responsibilities

## Communication

* + Regional communiqués (Mail Chimp)
	+ Regional surveys (Survey Monkey) or create a survey in Google if you have 10+ questions or 100 + respondents
	+ Regional team conference calls once a month
	+ Monthly updates to Council Trustee: Alumnae, Director: Alumnae Resources, Director: Alumnae Development, and Regional Director

*MORE*

* + Alumnae team monthly calls
	+ *Anchorline*
	+ Delta Gamma alumnae-related webinars
	+ Regional website and Facebook groups, if applicable
	+ Alumnae officers’ Facebook group

## Travel

* + RAS Travel Plan (History of groups and immediate needs)
	+ Group visits
	+ Alumnae Training Days: how they work and who plans
	+ Travel reports
	+ Other travel with protocol for budgeting and expense reporting
	+ Travel expectations—at least two times per year