# 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