



Resume Skills for Alumnae Group Officers

Serving as an officer for an alumnae group develops skills that benefit members in their professional endeavors. Use the examples below for guidance when describing an officer role in a resume or job interview.

PRESIDENT

Resume skills for alumnae group president:

- Establish working relationships with regional leadership team, local collegiate chapter, other leadership in Delta Gamma.
- Lead all group operations, including supervising _____ officers.
- Communicate with officers on a regular basis to plan and facilitate executive board meetings during the year.
- Speak on behalf of the group at meetings, group sponsored events and international leadership trainings.

Example: Directed all chapter operations and provide leadership to a five-member executive board and engaged membership of 75 alumnae.

General Skills

- Organization
- Collaboration
- Delegation
- Peer management
- Efficient time management
- Communication
- Accountability
- Technology proficiency Robert's Rules of Order
- Team building

VICE PRESIDENT: FINANCE

Resume skills for vp: finance:

- Create and manage annual budget of \$_____, to ensure healthy financial standing.

- Proficient in Microsoft Excel, financial accounting software and budgeting tools.
- Communicates regular financial reports to the executive board and general membership.
- Create a culture of fiscal responsibility among group leaders.
- File group's annual tax return to secure tax exemption status.

Example: Redesigned annual group budget to reduce expenditures by 10 percent and increase group surplus to fund sisterhood and philanthropic events.

General Skills

- Organization
- Budget creation
- Account management
- Attention to detail.
- Efficient time management
- Technology proficiency
- Robert's Rules of Order

VICE PRESIDENT: COMMUNICATION

Resume skills for vp: communication:

- Maintain strong written and verbal skills.
- Collaborate with the executive board to execute group's correspondence in both business and social matters.
- Create and distribute electronic or group newsletter to membership.
- Responsible for submissions to the Delta Gamma magazine publication showcasing accomplishments and news of the group.

Example: Implemented a monthly newsletter and active Facebook page to reach 250+ members in the alumnae group area.

General Skills

- Organization
- Creativity
- Communication
- Minute taking
- Social networking technology proficiency

VICE PRESIDENT: PROGRAMMING

Resume skills for vp: programming:

- Coordinate a yearly planning session to evaluate previous year's programming and create a well-rounded calendar.
- Use intentional events to strengthen feeling of belonging.

- Spearhead the planning of ____ events annually while striving toward standard alumnae group benchmarks.
- Survey membership to assess the needs of the chapter in planning meaningful and diversified events.

Example: Planned and executed 6 events implementing authentic sisterhood to assist in membership bonding and networking.

General Skills

- Event planning multipurpose programming.
- Creativity
- Motivational leadership
- Strategic planning
- Collaborative brainstorming technology proficiency

VICE PRESIDENT: FOUNDATION

Resume skills for vp: Foundation:

- Successfully led group in serving toward Delta Gamma's philanthropic mission of supporting the blind or visually impaired community.
- Tracked service hours and submitted funds from fundraising events.
- Collaborate with _____ local organizations to develop _____ service events annually.
- Developed _____ new partnerships with local organizations.
- Directed projects and fundraisers by recruiting volunteers to achieve chapters Foundation goals.

Example: Oversaw the annual Indianapolis Tables That Bloom philanthropy event that raised \$10,000+ Foundation dollars and gathered more than 200 community members.

General Skills

- Event planning
- Efficient time management
- Delegation
- Community relations fundraising
- Technology proficiency

VICE PRESIDENT: MEMBERSHIP

Resume skills for vp: membership:

- Assess current membership participation and create new ways to reach all current and potential members.
- Welcome all members into the alumnae group by utilizing thoughtful recruitment and retention efforts.

- Collaborate with executive board to foster inclusivity when making membership related decisions.
- Develop relationships with membership through personal and collaborative conversation.

Example: Planned and executed a recruitment event that invited members to reengage their commitment to alumnae membership, that resulted in the recruitment of five new dues-paying members.

General Skills

- Attention to detail.
- Efficient time management
- Relationship building collaboration.
- Communication
- Technology proficiency