

## 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	DG Chapter Locator
Events with Alumnae	Collumnae Event Planning Guide; Founders Day: Planning Guide
List of Chapter Alumnae	<a href="#">DG Member Search</a>
Manage Alumnae Relations Committee	Committee Application; Committee Minutes Form; Collegiate Chapter Officers Manual (CCOM)
Promote Lifetime Membership	Rituals Handbook

### 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

- [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.
- Strive to meet the Delta Gamma Fraternity Standards for Collegiate Chapters in all that you do.
- All DG Policies listing.