

COLLEGIATE DIRECTOR QUICK GUIDE

director of new members

Chapters with more than 35 members should have a director of new members, though smaller chapters may also choose to have this position. They report to the vice president: member education and serve on the joint chapter management team (JCMT) and the Retention Committee. The director of new members implements the New Member Pursuit program and prepares new members for full membership in Delta Gamma. Depending on chapter size and structure, they oversee a new member committee.

RESPONSIBILITY

RESOURCES

Badge Orders	Badge Order Form
Bid Day	Bid Day Ideas & Expectations (New Member Pursuits Facilitators Guide pg. 78)
Big/Little Experience	Big/Little Promise Form
Fraternity Policies	Collegiate Alcohol Policy; Fraternity & Housing Policy Statements (Initiation Authorization policy, Initiation requirements, Dues & Fees Contract, Statement of Obligation, etc.)
Hazing Prevention	HazingPrevention.org ; Hazing Policy; Human Dignity Promise
Manage New Member Committee	Committee Application; Committee Minutes Form; Collegiate Chapter Officers Manual (CCOM)
New Member Education	New Member Pursuit Facilitator's Guide; New Member Pursuit Workbook; Creating a Culture of Care FAQ and Troubleshooting ; Resignation of New Membership
Pi Alpha, Initiation & Inspiration	Rituals Handbook; Initiation Authorization Guide; Pi Alpha Handbook & Initiation Handbook (these exist in print only and should never be sent online)
Retention Committee	Retention Committee Handbook; Retention Committee Meeting Minutes

MARK YOUR CALENDAR

- Attend JCMT meetings.
- When the Bid Day and Big/Little Reveal Plans are due on Anchorbase.
- New member meetings.
- New members committee meetings (as needed, at least one per term, more frequently after COB or primary recruitment).
- Retention Committee meetings
- You will be copied on the vp: member education newsletter every other week. Make sure you read this!
- Your chapter's events ... members need to see you participating!

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.
- Delta Gamma [eLearning modules](#) & webinars.
- All DG Policies listing.

DIVE DEEPER

- The New Member Pursuit is designed intentionally to focus on new members connection to each other and to Delta Gamma's mission. It is vital to follow the curriculum as written!
- Plan a New Member Retreat. This helps the new members bond as a class.
- Need Bid Day apparel? Work with your vp: member education to use [Hannah's Closet](#).
- Questions? Email DG's Director: Member Education at MemberEducation@deltagamma.org