

Alumnae Officer Navigation | vp: membership

Utilize this calendar for planning and to add group-specific tasks

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> <input type="checkbox"/> Update email signature with new dues link <input type="checkbox"/> Pay local and per capita dues 	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with vp: communications to update website <input type="checkbox"/> Coordinate with vp: communications to ensure member-related announcements and recognition are included in group outreach 	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with vp: programming to identify attendees new to group events and conduct outreach <input type="checkbox"/> Work with vp: communications to identify bounced email addresses in memberplanet
OCTOBER	NOVEMBER	DECEMBER
JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <input type="checkbox"/> Assist with outreach to recent graduates in area 		<ul style="list-style-type: none"> <input type="checkbox"/> Celebrate Founders Day!
APRIL	MAY	JUNE
	<ul style="list-style-type: none"> <input type="checkbox"/> Assist with outreach to recent graduates in area 	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct Alumnae Group Zip Code Analysis and Update <input type="checkbox"/> Transition incoming officer (if applicable)

Alumnae Officer Navigation | vp: membership

Utilize these activities & resources as a guide to best practices

Monthly Activities

- Welcome newcomers to events with a phone call, letter, or new member packet and consider matching a member with a newcomer to ensure the new member is introduced and not left alone at events
- Contact members who have not attended events in a while to find out what caused them to stop participating and tell them they are missed

Year-Round Activities

- Utilize DGs New to Town Report in Anchorbase to welcome new sisters in the area [Roster>Reports]
- Add members/edit member info as needed in Anchorbase [Roster>Tasks]; coordinate with vp: finance
- Work with vp: programming to maintain and encourage Special Interest Groups (SIGs) to recruit and retain members via a small group; utilize Alumnae Group SIG Strategy in Programming Toolkit
- Utilize social media to recognize members for accomplishments, skills, support, etc., for member retention and informal rituals and assist with website as needed for recruitment and retention
- Coordinate Alumna Initiate requests as per the [Alumna Initiate Process](#)
- Cover the duties of the Panhellenic delegate if this office is not appointed
- Attend training provided by the Region, Alumnae Leadership, and/or EO
- Work with fellow officers to set up and conduct surveys of the group's membership

AGE Anchors | See Fraternity Standards 1, 2, 3, 4, 5, 7, 9, 10, 12

Resources

- Alumnae Officers Manual
- Crisis Management Quick Reference
- Fraternity Constitution
- Foundation: Constitution
- Fraternity Standards | Alumnae
- Membership Area Update
- Membership Toolkit
- Rituals Handbook
- Think Anchor Deep



Updated 2022