

COLLEGIATE OFFICER QUICK GUIDE

vp: communications

Vp: communications serves on the chapter management team (CMT). Based on chapter committee structure and size, the vp: communications works with (or fulfills the responsibilities of): the director of e-communications, director of public relations, director of chapter archives and a communications committee.



RESPONSIBILITY

RESOURCES

Attendance-related Honor Board Policies	Honor Board Handbook ; Automatic Probation Notification (APN)
Bylaws & Standing Rules (BLSRs) Annual Update	Model Bylaws and Standing Rules ; your chapter's current BLSRs
Chapter Communications Plans	Communications Handbook ; Sample Communications Plan (Event)
DG Branding	Our Brand ; Branding Guidelines ; Brand FAQ ; Brand Elements
Member Roster Updates	Update Your Anchorbase Roster
OmegaOne & Chapter Website	resources.omegafi.com/omegaone-dg
Public Relations (PR)	Chapter Communications & PR Plan
Record Chapter History/ Maintain Chapter Archives	Communications Handbook
Social Media Management	Communications Handbook ; Social Media Policy ; Social Media Policy FAQ
Take Meeting Minutes	Taking Minutes 101 Video ; Guidelines for Taking Effective Minutes
Videos	Video Best Practices

MARK YOUR CALENDAR

- Attend CMT/JCMT meetings.
- Pay invoices, input checks and record local deposits (weekly).
- You (and your directors) will receive a communications newsletter every other week. Make sure you read this and make note of any changes to policies, procedures or best practices.
- Submit stories from your chapter for the ANCHORA (deadlines: January 15, April 15, July 15, October 15).
- Your chapter's events ... members need to see you participating!

LINKS TO BOOKMARK

- 2020-2021 [Collegiate Chapter Resource Guide](#) (Changes Due to COVID-19).
- All [DG Policies](#) listing.
- [Anchorbase](#) (for tasks to submit, adviser contacts, your regional team volunteers, etc.)
- Uphold the [12 Fraternity Standards](#) in all that you do.
- [eLearning](#) modules & [Delta Gamma Webinars](#)
- Check out the [Collegiate Chapter Officers Manual \(CCOM\)](#) for the details on your role and your directors' responsibilities.

DIVE DEEPER

- Learn all the DG lingo and terminology in the [DG Style Guide](#).
- Ensure your chapter uses licensed vendors for DG apparel. [Hannah's Closet](#) is a great place to start.
- The marketing and communications staff at EO can assist with any public relations, media or crisis communication needs: media@deltagamma.org
- Submit chapter photos for DG's official social media accounts by emailing photos@deltagamma.org