

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 operational records, director of social media, director of newsletters and a communications committee.



RESPONSIBILITY

RESOURCES

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| Chapter Communications Plans | Communications Handbook ; Sample Communications Plan (Event) |
| DG Branding | Our Brand ; Branding Guidelines ; Brand FAQ ; Brand Elements |
| OmegaOne & Chapter Website | resources.omegafi.com/omegaone-dg |
| 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

- All [DG Policies](#) listing.
- [Anchorbase](#) (for tasks to submit, adviser contacts, your regional team volunteers, etc.)
- Uphold the [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