



Resume Skills for Collegiate Chapter Officers

Serving as an officer for a collegiate chapter develops skills that benefit members in their professional endeavors. Use the examples below for guidance when describing an officer role in a resume or job interview.

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CHAPTER PRESIDENT

Resume skills for chapter president:

- Direct all chapter operations, including supervising eight officers, ___ directors and budgets more than \$ _____.
- Serve as the liaison between a chapter of ___ members, campus officials and community.
- Speak on behalf of the chapter at meetings, events and award ceremonies.
- Establish professional relationships with advisers, regional teams, other leaders on campus and in Delta Gamma.
- Act as point person for all crisis communications and media relations

Example: Facilitated weekly all-member and officer meetings using Robert's Rules of Order and member-focused programming.

General Skills

- Public speaking
- Crisis management
- Peer management
- Delegation
- Efficient time management
- Organization
- Collaboration
- Confidentiality
- Flexibility/adaptability
- Robert's Rules of Order
- Relationship building

VICE PRESIDENT: SOCIAL STANDARDS

Resume skills for vp: social standards:

- Mediate conflict and communicate calmly and professionally in sensitive situations.
- Monitor chapter morale and develop creative positive programming for members.
- Uphold and enforce all policies while fostering a Culture of Care and personal accountability of ____ members.
- Collaborate with and delegate to ____ directors and ____ committees.

Example: Recommended and coordinated a Mock Trial Program based on behavioral trends in the chapter. The three-hour program had 100 percent member participation and provided a realistic view of risk and legal consequences.

General Skills

- Active listening
- Reasoning
- Motivation
- Empathy
- Accountability
- Confidentiality
- Problem solving

VICE PRESIDENT: FINANCE

Resume skills for vp: finance:

- Create and monitor budget for a chapter of ____ members more than \$ ____ (additionally, note if ended the year with a surplus).
- Manage ____ accounts, used for philanthropic events, house management and educational expenses.
- Create culture of fiscal responsibility among chapter leaders.
- Serve as member of house corporation board to plan and oversee maintenance and renovation budgets (insert amount of the budget if applicable).
- Proficient in Microsoft Excel, financial accounting software and budgeting tools.
- Collaborate with and delegate to ____ directors and ____ committees.

Example: Redesigned chapter budget to reduce expenditures and increase chapter surplus for aid in comprehensive renovation of chapter house.

General Skills

- Organization
- Efficient time management
- Problem solving
- Budget creation
- Account management
- Attention to detail
- Accountability

VICE PRESIDENT: COMMUNICATIONS

Resume skills for vp: communications:

- Plan and implement chapter public relations campaigns for audiences including potential members, parents, alumnae and campus peers and professionals.
- Maintain strong written and verbal communication skills.
- Collaborate with and delegate to ____ directors and _____ committees.
- Create public relations and social media calendars to accomplish long-term communications goals.
- Organize and keep inventory of physical and digital chapter archives.
- Direct eight officers and chapter of ____ members in annual Bylaws and Standing Rules revision process.

Example: Planned and executed chapter's "I Am A Sorority Woman" social media campaign, including photography, graphic design and digital storytelling for 4,700 Instagram followers and 1,200 fans on Facebook.

General Skills

- Strong written and oral communication
- Creativity
- Organization
- Problem solving
- Meeting minute taking
- Strategic planning
- Adaptability

VICE PRESIDENT: PROGRAMMING

Resume skills for vp: programming:

- Lead annual assessment of chapter goals and areas of opportunity.
- Implement intentional programs to address chapter goals strategically to create functional, balanced calendar.
- Plan chapter calendar and execute chapter events to foster relationships and influence morale.
- Direct eight officers and chapter of _____ members in planning a calendar of diverse, multipurpose chapter events.

Example: Coordinated guest speakers, venue, food vendors and chapter advisers to host a six-hour chapter retreat for 245 members, including personal development workshops, bonding activities and community service.

General Skills

- Big picture thinker
- Multipurpose programming
- Strategic thinking and execution
- Creativity
- Motivation
- Collaborative planning

VICE PRESIDENT: MEMBERSHIP

Resume skills for vp: membership:

- Manage all logistics for a multi-day recruitment including timing, room staging, event flow and catering.
- Supervise ____ directors responsible for external communication, logistics and event planning.
- Manage a budget of \$_____ designated solely for the recruitment of new members.
- Collaborate with and delegate to ____ directors and ____ committees.

Example: Coached 218 members in the recruitment and selection of 75 new members from a pool of 1,800 collegiate women participating in sorority recruitment events spanning two weekends.

General Skills

- Attention to detail
- Problem solving in high stress scenarios
- Delegation and teamwork
- Public speaking
- Efficient time management
- Large and small group facilitation
- Peer training

VICE PRESIDENT: MEMBER EDUCATION

Resume skills for vp: member education:

- Planned a Bid Day event for _____ women to welcome _____ new members to the chapter with a budget of \$_____.
- Design curriculum and activities to educate new members on Delta Gamma history, values and operations.
- Provide ongoing education and personal development opportunities for initiated members.
- Collaborate with and delegate to _____ directors and _____ committees.
- Promote value-based living among chapter to ensure that members act in accordance with bylaws, follows the chapter's strategic mission and lives Delta Gamma's values.
- Organize various speakers/presentations for chapter, such as **insert chapter specific presentations**

Example: Established my chapter's Anchor Advocate program, in which I trained and supervised 14 sisters on how to help members transition into sorority life through peer support and coaching in order to yield a high retention rate.

General Skills

- Organization
- Event planning
- Delegation
- Large and small group facilitation
- Peer education
- Creative problem solving

VICE PRESIDENT: PANHELLENIC

Resume skills for vp: Panhellenic:

- Collaborate with university partners and ____ peer campus organizations.
- Represent chapter as delegate at monthly Panhellenic meetings.
- Develop relationships in the fraternity and sorority community and on campus through personal and collaborative conversation.
- Motivate ____ chapter members to be engaged and involved in community events and fundraisers.

Example: Collaborated with two directors, two committees and the university's Office of Student Life to host a campus wide It's On Us campaign for sexual assault awareness and prevention.

General Skills

- Strategic planning and partnerships
- Robert's Rules of Order
- Big-picture thinking
- Collaborative brainstorming
- Relationship building with officers and advisers.

VICE PRESIDENT: FOUNDATION

Resume skills for vp: Foundation:

- Organize weekly service opportunities for ____ members, especially focused on individuals with visual impairments, members of the military, seniors, and guide dog or vision-related organizations.
- Record and monitor all service hours completed by chapter members.
- Seek out new partnerships with local mission-related organizations in need of volunteers.
- Collaborate with and delegate to ____ directors and ____ committees.

Example: Oversaw community-wide Anchor Splash, a signature Delta Gamma philanthropy event that raised \$6,400 dollars for the Anchor Center for Blind Children in Denver, Colorado, and amounted to more than 300 individual volunteer hours.

General Skills

- Event planning
- Community relations
- Efficient time management
- Delegation
- Social responsibility

HONOR BOARD

General Skills

- Confidentiality
- Conflict management
- Refer members to support services
- Collaborative problem solving
- Relationship building
- Communicate sensitive topics/information
- Meeting minute taking
- Logical reasoning
- Empathy