



# Delta Gamma

1873

## Fraternity Change Log | Do's & Don'ts

### Operational

#### DO

- Manual/handbook updates that are considered major enough to share in communication channels, such as alumnae and collegiate newsletters or eDG
- Day-to-day operational changes that impact the overall membership (i.e. calendar approval process)
- Creation of a report or form

#### DON'T

- Grammatical changes in documents or resources
- Editing a report or form

### People-Centric

#### DO

- Creation or elimination of individual volunteer positions
- Creation or elimination of local officer position that impacts all (i.e. chapter financial adviser, formerly chapter operations adviser)

#### DON'T

- Personal accountability conversations
- Individuals named to a committee or specific role

### Strategic

#### DO

- Changes to policy, structure, processes or ritual
- Rollout of a new program, event or service
- Changes resulting in an initiative from the strategic plan

#### DON'T

- Updating a Strategic Plan- Key Performance Indicator timeline

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## Structural

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### DO

- Changes to the overall volunteer organizational chart (i.e. who reports to who or the addition of adopted proposals that impact team dynamics)
- Creation of a working group or committee
- Shift in the hierarchy, teams, responsibilities, etc.

### DON'T

- Times and dates that meetings are held

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## Technological

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### DO

- Introduction of a software or system
- Elimination of a software or system

### DON'T

- Server maintenance

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## Unplanned *(necessary action following unplanned events)*

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### DO

- Necessary action taken during an unplanned event, likely in response to an outside source (i.e. Council Comment, Statements, etc.)

### DON'T

- Record every decision, endorsement, vote made