



## COLLEGIATE CHAPTER OFFICER JOB DESCRIPTIONS

Tri Delta defines what is expected of all members through its Governing Documents. The collegiate chapter officer job descriptions provide additional expectations for each officer position. The descriptions aim to offer an overview of the responsibilities for each officer. To ensure all expectations are being met, regularly consult resources on the Tri Delta website, read and take appropriate action on all communications and attend all webinars, conferences or other educational initiatives offered by Tri Delta.

All collegiate chapter officers are expected to hold themselves to high standards and ideals, meeting and surpassing expectations of membership. It is expected that officers participate in ongoing training opportunities provided by Tri Delta (e.g., biennial Convention, Collegiate Leadership Conference, training sessions with volunteers, e-learning modules, webinars, etc.). Excusal from any training provided must have appropriate approval as outlined in the Fraternity Policies.

The collegiate chapter new officer job descriptions are one of many resources available to assist officers in their positions. The Fraternity Policies reference additional resources available. All reporting and submission deadlines and other dates can be found in Tri Delta's Dates and Deadlines document. Any additional requirements will be sent to collegiate officers via Fraternity communications. These documents and additional resources can be found in Tri Delta's [Resource Library](#).

### TABLE OF CONTENTS

Collegiate Chapter President (CCP) ..... 2

#### OPERATIONS TEAM

Vice President/Operations (VPO) ..... 5

Director of Administration ..... 8

Director of Facility Operations ..... 11

Director of Member Finances ..... 14

Director of Financial Operations ..... 16

#### CHAPTER PROGRAMMING AND DEVELOPMENT TEAM

Vice President/Chapter Programming and Development (VPCPD) ..... 18

Director of Academic Excellence ..... 21

Director of Risk Management and Wellness ..... 24

Director of Ceremonies and Ritual ..... 27

#### COMMUNITY RELATIONS TEAM

Vice President/Community Relations (VPCR) ..... 29

Director of Social Events ..... 32

Director of Philanthropy ..... 35

Director of Public Relations and Marketing ..... 37

#### MEMBERSHIP EXPERIENCE TEAM

Vice President/Membership Experience (VPME) ..... 40

Director of Member Selection ..... 44

Director of Recruitment Events ..... 47

Director of First Year Experience ..... 49

Director of Lifetime Membership ..... 52

# TRIDELTA

## COLLEGIATE CHAPTER PRESIDENT (CCP)

It is the responsibility of the collegiate chapter president (CCP) to model Tri Delta's Purpose, serve as a role model for chapter members, be knowledgeable about all facets of chapter operations and inspire officers and members to work toward accomplishing the chapter's goals.

**Team:** None

**Standing committees:** Executive committee (chair), membership selection committee (MSC), Governing Documents committee, selection committee (non-voting) and sponsor selection committee

**Volunteer support:** Alumna advisor (AA) and college district officer (CDO)

### RESPONSIBILITIES

#### General officer responsibilities:

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions are in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### Serve as the primary representative and spokesperson for the chapter.

- Serve as the chapter delegate for Convention/Fraternity conferences or meetings as determined by the Fraternity.
- Develop and maintain positive working relationships with the following:
  - College/university administrators

- Fraternity and sorority presidents
- Other student organization leaders
- Fraternity volunteers
- Local alumnae
- Advisory committee
- Executive Office (EO) staff
- Fraternity and sorority advisor (FSA)
- Submit Incident Response Form in a timely manner to communicate details of an incident to Executive Office.
- Serve as the chapter's spokesperson in any situation involving the media.
- Serve as the chapter contact and representative in any situation involving an investigation of chapter events and/or concerning potential discipline from the college or university.
- Share pertinent information with officers and/or members as distributed by Fraternity volunteers, EO or chapter development consultants (CDCs) regarding necessary action items for the chapter.
- Serve as the sole signatory on any chapter contracts.
- Submit a nominee to the Sarah Ida Shaw Award committee annually as outlined by EO.
- Assist the vice president/operations (VPO) in appropriately hosting any Fraternity visitor.

#### **Preside over chapter business.**

- Lead all formal and regular business chapter meetings using Robert's Rules of Order.
- Conduct voting during chapter meetings except for voting on the slate.
  - Utilize the director of administration to assist with tabulating votes during chapter meetings.
- Report any pertinent and relevant information to the chapter and/or respective officers in a timely manner.

#### **Oversee chapter operations.**

- Lead and provide an agenda for all executive committee meetings.
- Oversee all chapter officers consistently work with the advisory committee.
- Hold each vice president (VP) accountable for leading their officer team.
- Handle all contracts using the Contract Review Guide.
- Ensure all chapter events and programs are planned and implemented in accordance with the Governing Documents.
- Be familiar with the responsibilities, deadlines, expectations and assignments of each officer position.
- Provide a second approval for any check written or pre-paid card loaded by the director of financial operations through Tri Delta's accounting system.
- Be familiar with necessary reporting to be submitted through TriConnect and ensure timely completion by the appropriate officer.
  - Adhere to confidentiality regarding access to all member support committee minutes.
- Be familiar with all requirements of Tri Delta by the College Panhellenic Association and attend meetings as necessary.
  - Assist the vice president/community relations (VPCR) with necessary chapter discussion, including votes to be conducted and taken back to the council.
- Lead the chapter in the development and education of crisis response procedures.
  - Create, coordinate and implement the crisis response plan as outlined, when necessary, with the director of risk management and wellness.
  - Execute the plan to quickly account for all members in the event of a crisis.

- When applicable, provide feedback with the director of facility operations to Tri Delta Housing on the performance of the chapter house director (HD).

**Oversee the operations of the executive committee.**

- Serve as the chair.
- Ensure all officers are familiar with and are executing their respective responsibilities of the committee or team they manage.
- Submit executive committee minutes on TriConnect.
- Ensure all officers are utilizing the officer resources available on the Resource Library.
- Use time in executive committee meetings to prepare the agenda for the upcoming chapter meeting with VPO.

**Serve on the following standing committees:**

- **Membership Selection Committee (MSC)** – Support the vice president/membership experience in all phases of creating and implementing the chapter's plans for recruitment and may serve as the chapter spokesperson during various aspects of the chapter's recruitment plan.
- **Governing Documents Committee** – Serves as a facilitator in the updating of chapter policies and bylaws as outlined in the Governing Documents.
- **Selection Committee** – Serves in a mentor and supporting role in the selection process that provides additional information that might not otherwise be known.



## VICE PRESIDENT/OPERATIONS (VPO) JOB DESCRIPTION

It is the responsibility of the vice president/operations (VPO) to efficiently and effectively manage the overall operations of the chapter, as well as officer accountability. Additionally, if the collegiate chapter president (CCP) cannot assume their duties for any reason, the VPO will assume the role of the CCP.

**Team:** Operations Team

**Standing committees:** Executive committee, Governing Documents committee (chair), selection committee (chair) and finance committee

**Volunteer support:** Operations advisor and college district officer (CDO)

### RESPONSIBILITIES

#### General officer responsibilities:

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, in a constructive and calm manner.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### Maintain all current chapter and member data.

- Update all officers on TriConnect at the start of each term or when officer turnover occurs.
- Submit the calendar dates (received by the director of administration) to Executive Office (EO) via TriConnect by the assigned deadline.
- Oversee the submission of any reports (e.g., chapter rosters, programming attendance, etc.) required by campus administration and Tri Delta as necessary.

- Update TriConnect with the incoming CCP and VPO, at the conclusion of the officer term.
- Maintain an accurate chapter roster across all entities including OmegaOne, Vault, college/university, TriConnect, etc.
- Coordinate with the director of risk management and wellness to complete emergency notification phone list and make accessible or make sure members information is updated in OmegaOne and use the Emergency Check-In feature.
- Ensure all member signed documents (e.g., financial obligations, license agreements, payment extension agreements, etc.) are signed electronically on OmegaFi or securely stored for a minimum of one-year post-graduation of member.

**Oversee general chapter administrative responsibilities.**

- Oversee the completion and submission of campus accreditation plans and programs.
- Coordinate with the executive committee and prepare the chapter to host any Fraternity visitors.
- Submit award applications on behalf of the chapter to the campus and/or Tri Delta.
- Receive the chapter calendar from the director of administration and collaboratively finalize it.
- Serve as a resource for the officers and members pertaining to the Governing Documents.

**Oversee the operations of the Governing Documents committee.**

- Serve as chair of the committee.
- Educate chapter on Governing Documents and process for revisions.
- Submit and ensure most recent and approved Governing Documents are uploaded via TriConnect.
- Prepare the agenda for the upcoming chapter meeting during executive committee meetings with CCP.

**Oversee the development of the chapter calendar.**

- Coordinate with the director of administration to collect dates from all officers at the start of each semester and update weekly as needed.
- Work with the executive committee to ensure a balance in the types of events and activities placed on the calendar.
  - Submit feedback to the director of administration to make changes.

**Serve as the chair of the Selection committee.**

- Implement all duties as outlined in the Officer Selection and On-boarding Manual. They include the following:
  - Create the chapter's slating timeline.
  - Facilitate annual officer on-boarding at the start of a new officer term.
  - Ensure the completion of the officer training and development on LEADDDer.org by regularly pulling completion reports and following up with officers who have not completed the required modules.
  - Ensure officers are aware of and utilizing the training opportunities through their term of office.
  - Facilitate the education of the slating process and officer positions.
  - Lead the executive committee in identifying four class representatives to serve on the selection committee.
  - Lead the slating voting procedures and tabulate the votes with assistance from the director of administration.

**Serve as the host and point person for Fraternity visitors.**

- Communicate with the Fraternity visitor(s) prior to their arrival to identify any needs during

their upcoming visit.

- Schedule meetings with chapter officers, advisors and college/university constituents.
- Prepare the members and set expectations for the visit.
- Collaborate with the CCP as needed in hosting Fraternity visitors.

**Lead the operations team.**

- Serve as the point person for the operations team.
- Be familiar with the responsibilities of all officers on the operations team.
- Ensure all officers on the team are familiar with the available officer resources.
- Meet on a weekly basis or collect a weekly report from each officer with updates pertaining to chapter business.
- Ensure all officers on their team are fulfilling their officer responsibilities and recommend action to the executive committee when that does not occur.
- Conduct a calendar planning session with your team at the end of each term and bring team dates to calendar planning session with director of administration and executive committee.

**Oversee the creation and maintenance of chapter finances.**

- Oversee individual member finances and discipline as a member of the finance committee.
- Oversee officer budgets with the director of financial operations and the creation of the budget and accounts payable and receivable.
- Approve officer spending with the director of financial operations.
- Ensure all invoices are paid on-time by the director of financial operations. Maintain that the CCP, VPO, director of member finances and director of financial operations are the only administrators on Tri Delta's accounting system.
- Provide a second approval for any check written or pre-paid card loaded by the director of financial operations through Tri Delta's accounting system.

**Serve on the finance committee with the director of member finances and director of financial operations.**

- Help address individual member finances and discipline as a member of the finance committee.
- Meet with individual members to address the member's individual financial needs.
- Provide input and continually assess how individual member payments impact the overall operating budget.
- Update the executive committee on member finances, issues and concerns.
- Assist the director of financial operations with ensuring officers are adhering to their outlined budget.



# TRIDELTA

## DIRECTOR OF ADMINISTRATION

### JOB DESCRIPTION

**Team:** Operations Team

**Standing committees:** Governing Documents committee

**Volunteer support:** Operations advisor or the appointed advisor

**Common chairs/committees:** Points chair, accreditation chair, assessment chair

### RESPONSIBILITIES

#### General officer responsibilities:

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### Maintain general chapter administrative responsibilities.

- Assist the vice president/operations (VPO) with the completion and submission of campus accreditation plans and programs.
- Maintain member attendance records.
- Manage all event excusals and submit fines as necessary to the director of member finances.
- Establish and maintain a system to keep chapter files organized for the VPO to ensure



signed member documents are stored and retained properly.

- Serve as a member of the Governing Documents committee.

**Maintain the chapter calendar in collaboration with the VPO.**

- Coordinate with VPO to collect dates from all officers at the start of each semester and update weekly as needed.
- Collect chapter calendar dates from all officers and collaborate with the VPO to finalize it
- Create and provide all members with the chapter calendar.
- Send final calendar to VPO to submit to EO via TriConnect by assigned deadline.
- Work with the executive committee to ensure a balance in the types of events and activities placed on the calendar.
- Lead calendar planning session with executive committee after all teams have completed their own at the end of each term.
- After the executive committee reviews and approves the chapter calendar, send the calendar to the CDO prior to the beginning of each term for approval.
- Present the chapter calendar for a vote during first meeting at the beginning of each term.
  - Updates to calendar should be voted on by chapter at least one month in advance of event/activity.

**Oversee necessary meeting documentation.**

- Record all chapter meeting minutes and Ritual ceremonies. Submit via TriConnect.

**Oversee member attendance in collaboration with the executive committee.**

- Provide weekly attendance records to the vice president/chapter programming and development to report any member discipline to the conduct committee.
- Establish a system for documenting individual member attendance at all chapter events, including any approved excused absence.
- Make recommendations for revisions to the chapter's attendance policies.
- Ensure members understand any policies regarding excused and unexcused absences.
- Take roll at chapter meetings, Ritual and other chapter events.
- Oversee participation in a points system or other attendance record keeping system as established by the chapter.
- Ensure Executive Office (EO) has current member information on file through each individual's My Tri Delta profile.

**Serve as the presiding officer in planning and implementing chapter meeting.**

- Admit members into chapter meeting and permit scheduled visitors during their allotted presentation time.
- Obtain a list of members not in good standing from the executive committee and announce during the appropriate time of the meeting agenda.

**Ensure appropriate procedures are conducted during chapter meeting.**

- Be familiar with the formal and regular business meeting agenda.
- Establish an organized system for reading the minutes from the previous chapter meeting.
- Use the collegiate chapter voting procedures resource to determine if the chapter has quorum in order to vote at the start of each meeting.
- Assist with tabulating votes during chapter meetings with the collegiate chapter president (CCP).
- Assist with tabulating the approval of the slate vote with the vice president/operations (VPO).
- Obtain a weekly list of members not in good standing from the chairs of each member support committee.

- Ensure only members in good standing are voting on chapter business.
- Uphold confidentiality regarding all member votes on chapter business.

**Participate in Fraternity Rituals.**

- Serve as a presiding officer in Ritual ceremonies, as outlined in the Ritual Book.

# TRIDELTA

## DIRECTOR OF FACILITY OPERATIONS

### JOB DESCRIPTION

**Team:** Operations Team

**Standing committees:** None

**Volunteer support:** Operations advisor or the appointed advisor

**Common chairs/committees:** House points committee, facility/housing committee, kitchen committee/chair, chore committee

**Note:** All responsibilities containing an \*asterisk should occur in collaboration with the house director (HD). For facilities that do not have residents or do not have a facility, these responsibilities will vary slightly.

### RESPONSIBILITIES

#### General officer responsibilities:

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

**Contribute to a safe and pleasant chapter atmosphere.**

- Coordinate and conduct a safety drill within the first 30 days of each academic term.\*
- Plan activities that contribute to the development of sisterhood among residents in collaboration with the director of lifetime membership.
- Host monthly house meetings to review pertinent information and seek input from residents.
- Educate all chapter members on facility rules.
- Coordinate meeting with the live-in members to determine guest and visitation policies.
- Ensure the use of the facility for any event (e.g., wedding reception, photo shoot) is approved by the local house corporation (LHC) and Tri Delta Housing.
- Educate members on facility specific items as outlined in the chapter's Crisis Management Plan (CMP).
- Coordinate procedures for general safety measures to include, but not limited to:
  - Locked doors and windows
  - Facility access cards, codes, fobs
  - Guest policy and area access
  - Security systems
- Post emergency procedures and contact information in the facility.

**Serve as the point person for the Governing Documents related to facilities and Tri Delta territory.**

- Make suggestions for revisions to the collegiate chapter policies related to housing.
- Lead any chapter presentations or member education regarding housing policies and requirements.
- Ensure house rules are reviewed and adopted by the residents and the chapter annually.
- Ensure house rules are reviewed and signed by residents in conjunction with submitting their license agreement.
- Provide the LHC or Tri Delta Housing with all collegiate chapter policies related to housing.
- Submit all necessary forms to the vice president/operations (VPO).

**Oversee the live-in procedures for the chapter facility.**

- Collaborate with the conduct committee or other identified committee as outlined in chapter policies to establish a procedure for members seeking permission to live outside of the chapter facility.
- Facilitate the chapter's process for selecting members to live in the facility.
- Facilitate any process for selecting/assigning rooms and roommates.
- Receive all requests for any assistance animals and work with the designated committee in their chapter policies to decide if accommodations can be made.

**Coordinate chores to be completed by the chapter members.**

- Generate a list of chores necessary to be completed by members.
- Clearly distinguish responsibilities for residents and non-residents.

**Oversee the administrative responsibilities that relate to the chapter house and/or Tri Delta territory.**

- Read and be familiar with the license agreement and all accompanying documents and procedures.
- Facilitate a process for preparing, distributing and collecting all signed license agreements in preparation for the upcoming academic year. Signed agreements are given to VPO for proper storage and retention.
- Ensure house rules are reviewed and signed by residents and kept on file by the chapter.

- Conduct the facility self-inspection form in collaboration with the house corporation.
- When applicable, serve on the house director selection committee under the guidance of Tri Delta Housing.

**Serve as a representative for the chapter in all facility related matters.**

- Establish a working relationship with the LHC or Tri Delta Housing.
- If the chapter facility is owned and operated by an LHC, attend the LHC meetings.
- Establish a relationship with necessary university housing personnel where applicable.
- Compile and submit any college/university required paperwork or correspondence related to housing.

**Facilitate efficient procedures for move-in and move-out.**

- Designate and communicate pertinent dates to incoming and outgoing residents.\*
- Oversee the collection and distribution of room keys, key fobs, etc.\*
- Coordinate with the director of member finances to invoice residents for necessary room and/or key deposits.
- Conduct a process of assessing resident rooms for damage and determine any necessary deductions to be made to their deposits.\*

**Complete additional responsibilities in collaboration with the HD.\***

- Read and be familiar with the HD job description.
- When applicable, collaborate with the CCP to provide feedback to Tri Delta Housing on the performance of the chapter house director.
- Provide HD with the chapter calendar so that she is familiar with chapter events and can prepare for the facility to be used.
- Invite HD to the monthly house meetings.

# TRIDELTA

## DIRECTOR OF MEMBER FINANCES

### JOB DESCRIPTION

It is the responsibility of the director of member finances to manage and oversee individual member finances and accounts receivable.

**Team:** Operations Team

**Standing committees:** Finance committee (chair)

**Volunteer support:** Operations advisor or the appointed advisor

### RESPONSIBILITIES

#### General officer responsibilities:

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### Ensure chapter adherence to Fraternity policies and procedures that relate to member finances.

- Oversee the accurate and consistent implementation of each of the following:
  - Extraordinary Membership Status (EMS)
  - Individual delinquent accounts (30-60-90) policy
  - Use of collections agencies
  - Payment Extension Agreement (PEA)
  - Installment Plan
  - Statement of Financial Obligations

- Ensure all member signed documents above are completed online or given to the vice president of operations (VPO) for proper storage and retention.

**Coordinate with the finance committee to:**

- Ensure any member 30 days past due is notified and placed automatically on chapter probation on TriConnect.
- Ensure any member 60 days past due is sent the 60-Day Notification through TriConnect. Members 60 days past due are placed automatically on Fraternity probation status on TriConnect.
- Ensure any members 90+ days past due are recommended to the Fraternity Membership Status Committee for financial termination through TriConnect.
  - If member is financially terminated, complete the appropriate steps provided to you by Fraternity staff on the Tri Delta's accounting system.
- Update the member status on TriConnect when recommending a member for financial termination.
- Update the member status on Tri Delta's accounting system when a member resigns or is terminated.
- Archive all members who are no longer an active member on the chapter's roster on Tri Delta's accounting system.
- Create/determine all billing types for individual member dues owed to the chapter and Fraternity.
- Follow all policies and procedures for individual member finances and accounts receivable.

**Be knowledgeable of and familiar with Tri Delta's accounting system.**

- Complete all online tutorials provided by Tri Delta's accounting system at the start of the officer term.
- Be familiar with Tri Delta's accounting system finance manual.

**Oversee individual member finances and discipline as the chair of the finance committee.**

- Meet with individual members to address the member's individual financial needs.
- Update individual member billing on Tri Delta's accounting system dependent upon EMS requests approvals through the conduct committee.
- Update the chapter roster on TriConnect when members fall onto chapter/Fraternity probation for being 30/60 days delinquent.
- Connect and communicate with the chairs of the other member support committees regularly.





## **DIRECTOR OF FINANCIAL OPERATIONS**

### **JOB DESCRIPTION**

It is the responsibility of the director of financial operations to manage chapter budgeting and accounts payable.

**Team:** Operations Team

**Volunteer support:** Operations advisor or the appointed advisor

### **RESPONSIBILITIES**

#### **General officer responsibilities:**

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### **Be knowledgeable of and familiar with Tri Delta's accounting system.**

- Ensure the vice president/operations (VPO) and the collegiate chapter president (CCP) provide the necessary second approval for checks printed.
- Complete all online tutorials provided by Tri Delta's accounting system at the start of the officer term.
- Be familiar with Tri Delta's accounting system finance manual.

#### **Oversee the timely payment of any chapter bills.**

- Pay all invoices within 30 days of receipt to necessary vendors, Fraternity, College Panhellenic Association and/or college/university.

- Ensure charitable funds raised for St. Jude Children's Research Hospital or other charities are distributed within 30 days of the fundraising event/activity.
- Code all purchasing card transactions within 1 week of purchase.

**Create chapter budgets by the deadlines established by EO.**

- Collaborate with the VPO, director of facility operations and the local house corporation (LHC) or Tri Delta Housing as applicable, to prepare the collegiate chapter budget with specific housing fees.
- Submit the collegiate chapter budget annually for approval by the VPO and financial specialist (FS) by the deadlines established by EO.
- Present proposed collegiate chapter budget for a chapter vote.
- Enter the budget into Tri Delta's finance and accounting system following approval from the chapter and the FS.

**Maintain and oversee the chapter budgets.**

- Be familiar with the income statement on Tri Delta's accounting system in order to monitor all chapter spending.
- Adjust chapter and officer budgets with assistance of the FS when there are changes to membership roster due to Extraordinary Membership Status (EMS), resignations, left school/transfers, graduation and terminations.
- Complete the Surplus Calculation Worksheet by the due date designated by EO.
- Oversee the education and tracking of individual officer budgets.
- Educate chapter on the chapter's approved budget including but not limited to; the impact of membership numbers to the chapter's revenue, overview of budget, housing and dining expenses.

**Serve on the finance committee with the director of member finances and vice president of operations.**

- Oversee individual member finances and discipline as a member of the finance committee.
- Meet with individual members to address the member's individual financial needs.
- Provide input and continually assess how individual member payments impact the overall operating budget.



## VICE PRESIDENT/CHAPTER PROGRAMMING AND DEVELOPMENT (VPCPD)

### JOB DESCRIPTION

It is the responsibility of the vice president of chapter programming and development (VPCPD) to efficiently and effectively manage the coordination and implementation of Tri Delta programs and oversee all opportunities to enrich the individual member experience.

**Team:** Chapter Programming and Development Team

**Standing committees:** Executive committee, conduct committee (chair)

**Common chairs/committees:** Chapter retreat committee

### RESPONSIBILITIES

#### General officer responsibilities:

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, peer-led educational modules, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

**Oversee the implementation and coordination of Tri Delta programming and chapter education in collaboration with the appropriate officer(s).**

- This includes, but is not limited to, the following programs:

- Not Anymore
- Open chapter meetings
- Mental health
- Academics
- Health
- Wellness
- Risk reduction
- Clarifying Consent
- BodyImage3D
- Behind Happy Faces
- Hazing Prevention: It's Everyone's Responsibility™
- Creating a Community that Cares: Risk Reduction Series

**Serve as the chair of the conduct committee and oversee all functions of the committee.**

- Coordinate all conduct committee meetings and ensure an advisor is present.
- Implement member discipline according to the Governing Documents.
- Receive weekly attendance records from the director of administration.
- Ensure all conduct committee members are familiar with and are executing their respective responsibilities.
- Hold and document regular conduct committee meeting minutes on TriConnect.
- Update roster on TriConnect to indicate if a member is placed on chapter probation for behavioral reasons.
- Coordinate officers or committees joining for conduct committee meetings on a consistent basis (e.g., finance committee, academic committee, director of facility operations, etc.).
- Facilitate membership status change related to emergency membership status.
- Connect and communicate with the chairs of the other member support committees regularly.
- Ensure any member who resigns or is terminated during the conduct process is marked as so in the Ritual SignatureBook.
- Collect the badge and membership certificate from any member who resigns or is terminated during the conduct process and return them to Executive Office (EO) via mail.

**Lead the chapter programming and development team.**

- Serve as the point person for the chapter programming and development team.
- Ensure all officers on the team are familiar with the available officer resources.
- Assist team members with seeking resources to implement effective chapter programming.
- Be familiar with the responsibilities of all officers on the chapter programming and development team.
- Encourage team members to seek assistance from each other with position specific projects or responsibilities as needed.
- Meet on a weekly basis or collect a weekly report from each officer with updates pertaining to chapter business.
- Ensure all officers on their team are fulfilling their officer responsibilities and recommend action to the executive committee when that does not occur.
- Conduct a calendar planning session with your team at the end of each term and bring team dates to calendar planning session with director of administration and executive committee.

**Plan and implement monthly open chapter meetings.**

- Be familiar with Tri Delta's Growth and Development Philosophy.
- Utilize Tri Delta's educational peer-led modules from the Resource Library to provide

effective chapter programming.

- Work collaboratively with the chapter programming and development team to plan member development workshops on topics such as sexual assault, hazing, healthy relationships, mental health, risk reduction and more.
- Coordinate any necessary speakers and/or presenters to attend open meeting, when applicable.
- Seek feedback from other officers and the executive committee to determine topics to address.
- Ensure new members are always invited to open meetings.
- Collaborate with the director of administration and the Governing Documents committee to ensure attendance expectations for open meetings are clearly stated within the collegiate chapter policies.
- Ensure the open meeting environment is one built on trust, mutual respect and care for Tri Delta and one another.
- Seek opportunities to collaborate with other officers for co-programming.

**Participate in Fraternity Rituals.**

- Conduct necessary speaking parts as outlined in the Ritual Book.



## DIRECTOR OF ACADEMIC EXCELLENCE

### JOB DESCRIPTION

It is the responsibility of the director of academic excellence to serve as an expert on the chapter's academic requirements and initiatives, and to ensure academics are a priority for both individual members and the chapter as a whole.

**Team:** Chapter Programming and Development Team

**Standing committees:** Academic committee (chair)

**Common chairs/committees:** Study hour proctors, faculty recognition and celebration committee, study buddy committee

### RESPONSIBILITIES

#### General officer responsibilities:

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### Monitor individual member and chapter adherence to academic expectations in the Governing Documents.

- Ensure the chapter is working toward academic excellence as defined in the Fraternity policies and procedures.
- Educate the chapter about the Governing Documents related to academics which include

the following:

- Collegiate chapter bylaws requirements regarding grade point average (GPA) for members, officers and sponsors.
- Collegiate chapter policies and procedures for members below bylaws.

**Manage the receipt and submission of all academic scholarship reports.**

- Obtain the chapter and individual members GPA from the college/university following each term.
- Submit the Tri Delta scholarship report via TriConnect per the due date assigned by Executive Office (EO).
- Submit the name of the junior member with the highest GPA at the end of the academic year to the local alumnae chapter for consideration for the Eileen Blain Rudolph Award.
- Submit the name of the new member with the highest GPA at the end of each term to the local alumnae chapter for new member academic award consideration.

**Coordinate all chapter and member academic programming.**

- Evaluate the academic needs of the members and implement relevant educational opportunities.
- Coordinate with the vice president/chapter programming and development (VPCPD) to conduct one academic and/or professional development workshop per term. Topics may include, but are not limited to:
  - Study techniques
  - Note taking
  - Time management
  - Memory skills
  - Resume building
  - Test-taking skills
- Invite the chapter's faculty advisor to conduct an academic focused presentation, if applicable.
- Create chapter incentives to motivate members to improve and/or excel in their academic achievements.
- Make academic resources available to members.
- Create programs that recognize members for outstanding academic achievements.
- Implement an academic mentor program among members.

**Chair the academic committee and coordinate academic programming members with academic concerns.**

- Use the college/university grade report to determine which members are below bylaws.
- After the individual member is notified of their academic standing:
  - Meet with the member to create and implement an Academic Improvement Plan to monitor member's academic progress while below bylaws or as outlined by the academic committee.
  - Provide members with any specific resources tailored to their individual academic needs.
  - Ensure members below bylaws clearly understand what is expected of them during the period in which they are under a form of member discipline.
  - Conduct any necessary check-in meetings with members to determine when they have completed their terms of probation.
  - If a member is not meeting expectations outlined in their Academic Improvement Plan, decide if further action is needed.



- Ensure the director of lifetime membership or director of first-year experience is available for meetings with members.
- Ensure minutes from each meeting and the resulting terms are submitted on TriConnect.
- Update roster on TriConnect when a member is placed on chapter probation for academic reasons.
- If a member reaches a point where termination is necessary, complete the Recommendation for Fraternity Discipline form on TriConnect.
- Connect and communicate with the chairs of the other member support committees regularly.
- Ensure the chapter has clear, thorough policies outlining academic requirements and the discipline process to adhere to when they are not met.

**Be familiar with educational scholarship opportunities available to members.**

- Educate members on the scholarships available through Tri Delta's Foundation and other entities as appropriate.
- Refer members to college/university financial aid offices to assist with seeking out scholarship opportunities.



## **DIRECTOR OF RISK MANAGEMENT AND WELLNESS**

### **JOB DESCRIPTION**

It is the responsibility of the director of risk management and wellness to consistently provide risk education to members and to oversee the implementation of a risk management and wellness plan for the chapter. The director of risk management and wellness is responsible for promoting a safe and secure environment.

**Team:** Chapter Programming and Development Team

**Standing committees:** None

**Volunteer support:** Alumna advisor (AA) and/or chapter programming and development advisor (CPDA) or the appointed advisor

### **RESPONSIBILITIES**

#### **General officer responsibilities:**

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.).
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### **Consistently implement risk management education and programming in accordance with the Governing Documents.**

- Read, be familiar with and uphold all Fraternity policies and procedures related to risk management.
- Be familiar with Tri Delta's Risk Reduction Philosophy.
- Research and be familiar with risk related educational resources available through MJ

Insurance Sorority Division ([www.mjsorority.com](http://www.mjsorority.com)).

- Coordinate with the vice president/chapter programming and development (VPCPD) to provide education and opportunities for members to learn about health, wellness and risk reduction.
- Oversee the Creating Community that Cares: Risk Reduction Series, located on LEADDDer.org. Partner with the director of social events to:
  - Educate the chapter on the online series
  - Communicate expectations around module completion
  - Ensure members complete the modules prior to their first social event with alcohol each year
- Collaborate with the director of social events to determinate and present necessary policy education and potential risks to the chapter prior to each social event.
- Periodically conduct presentations in chapter meetings to educate members on the various areas of risk management and education. Areas include, but are not limited to:
  - Risk reduction strategies
  - Risk related policies and procedures
  - Sexual assault, dating violence and healthy relationships
  - Hazing prevention
  - Alcohol and controlled/illegal substances
  - Safety procedures and best practices (e.g., weather, house, crisis, etc.)
- Coordinate with the director of social events to train event monitors prior to each event. Consult the Social Event Planning Procedures for more information on event monitor training.

**Create and support all implementation efforts for prevention and wellness initiatives.**

- Be familiar with Tri Delta's resources for sexual assault awareness, mental health and hazing prevention.
- Be familiar with Not Anymore and Clarifying Consent, an online training program customized for sorority women, and Tri Delta resources created to continue the conversation.
- Collaborate with the director of first year experience and small group leaders to promote Not Anymore during the first year experience.
- Proactively plan opportunities for the chapter to engage in Sexual Assault Awareness Month (SAAM), National Campus Safety Awareness Month (NCSAM), National Hazing Prevention Week (NHPW), National Collegiate Alcohol Awareness Week (NCAAW) and Mental Health Month.
- Be knowledgeable and maintain a list of campus and community resources for members. Share relevant wellness resources during chapter meetings (e.g., campus counseling center, Title IX office, etc.).
- Coordinate with the VPCPD to implement chapter education on sexual assault, hazing prevention and mental health.
- Collaborate with the director of social events to ensure necessary waivers and forms, including the Designated Sober Driver Form and Passenger Form & Release Agreement, are signed and collected prior to events.

**Implement Tri Delta's BodyImage3D, Behind Happy Faces and Hazing Prevention: It's Everyone's Responsibility programs.**

- Be familiar with and knowledgeable about BodyImage3D, Behind Happy Faces and Hazing Prevention: It's Everyone's Responsibility.
- Serve as the primary chapter contact for Executive Office (EO) regarding the

implementation of BodyImage3D and Behind Happy Faces.

- Follow the appropriate process outlined by the EO to register the BodyImage3D and Behind Happy Faces programs.
- Implement one Behind Happy Faces lesson each term.
- Work collaboratively with officers to select the appropriate Behind Happy Faces workshop date, lesson and facilitator.
- Partner with the director of first year experience (DFYE) to implement the Hazing Prevention: It's Everyone's Responsibility™ course with new members, small group leaders and sponsors.
- Promote the Hazing Prevention: It's Everyone's Responsibility™ course to all members and utilize supplemental resources on LEADDDer.org to provide continued education around topics included in the course.
- Be familiar with the various programming and educational resources on the Resource Library and LEADDDer.org.
- Work closely with the BodyImage3D facilitator assigned to the chapter.
- Ensure chapter attendance expectations for BodyImage3D are met.

**Oversee appropriate and consistent chapter education of emergency procedures and crisis response plan.**

- Read and be familiar with Tri Delta's Crisis Management Plan (CMP), policies and procedures.
- Coordinate with the vice president/operations (VPO) to complete emergency notification phone list and make accessible or make sure members information is updated in OmegaOne and use the Emergency Check-In feature.
- Review the CMP and any necessary crisis management procedures with the chapter at the beginning of each term.
- Develop a Prevention Plan for social events in collaboration with the director of social events.
- Proactively educate the chapter on Tri Delta's expectations for member conduct at social events with alcohol.
- Create, coordinate and implement the crisis response plan as outlined, when necessary, with the collegiate chapter president (CCP).



## DIRECTOR OF CEREMONIES AND RITUAL

### JOB DESCRIPTION

It is the responsibility of the director of ceremonies and Ritual to oversee the proper implementation of all Rituals and ceremonies. It is this director's responsibility to preserve the integrity of Tri Delta Rituals and educate chapter members on their importance.

**Team:** Chapter Programming and Development Team

**Standing committees:** None

**Common chairs/committees:** Ritual education committee, song chair, Delta Week committee

### RESPONSIBILITIES

#### General officer responsibilities:

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### Conduct all ceremonies as outlined in the Ritual Book.

- Be familiar with the ceremonies the chapter must conduct and ensure appropriate calendar planning.
- Ensure ceremonies are scheduled at reasonable times that do not interfere with class, college/university events or normal sleeping schedules.
- Coordinate presiding officers to rehearse and prepare for their roles in the ceremonies.

- Work in collaboration with respective officers to determine the need and ability to purchase new ritual equipment.
- Plan Ritual ceremonies as outlined in the Ritual Book and in accordance with the Governing Documents:
  - The Pledging Service is conducted within three days of new members accepting their bids.
  - The Sponsor Ceremony is conducted within 12 days of new members accepting their bids.
  - Initiation, including the Trident Degree and the Stars and Crescent Degree, takes place within five weeks of Bid Day.
  - Installation of Chapter Officers Ceremony should be conducted within two weeks of the passing of the new slate.
  - Repledging Service and Affiliation Services are conducted as needed.
- Educate the chapter on the alternative closings for select Ritual ceremonies. Conduct a chapter vote to determine which closing(s) to utilize for the respective ceremony.
- Confirm all new members are in good standing with the chapter and are financially current with the Fraternity prior to Initiation.
- Make alternate arrangements for any new member(s) who are unable to attend Initiation.
- Enforce all collegiate chapter policies regarding Ritual attendance, attire and conduct.
- Secure an appropriate venue for all ceremonies.
- Be knowledgeable of and respect Tri Delta music and songs.
- Order sheet music or replacement CDs for Ritual music as necessary from Executive Office (EO).

**Oversee necessary Ritual education and implement any complementary chapter activities.**

- Ensure chapter participation in and provide education for events such as National Ritual Celebration Week (NRCW) and International Badge Day.
- Oversee preparation of sponsors for their roles in the Sponsor Ceremony and other Ritual ceremonies in collaboration with the director of first year experience.
- Plan and implement Delta Week the week prior to Initiation.
- Ensure Delta Week is scheduled on the chapter calendar.
- Secure locations develop sisterhood activities and coordinate meals, transportation and any other necessary logistics for Delta Week.
- Ensure all new member pins are collected from the new members prior to the Initiation ceremonies.
- Show each Ritual Recap video after the appropriate ceremony.
- Order replacement items from EO when necessary.
- Ensure any member who resigns is marked as so in the Ritual Signature Book.

**Serve as a presiding officer in chapter meetings.**

- Lead weekly devotional.
- Assist in conducting formal chapter meetings monthly as outlined in the Ritual Book.



## **VICE PRESIDENT/COMMUNITY RELATIONS (VPCR)**

### **JOB DESCRIPTION**

It is the responsibility of the vice president/community relations (VPCR) to lead chapter initiatives that impact the community at large. The VPCR strives to build strong partnerships with other organizations on and off campus.

**Team:** Community Relations Team

**Standing committees:** Executive committee and Diversity, Equity and Inclusion committee (chair)

**Volunteer support:** Community relations advisor (CRA)

### **RESPONSIBILITIES**

#### **General officer responsibilities:**

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### **Serve as Tri Delta's official delegate to the College Panhellenic Association.**

- Attend weekly Panhellenic meetings on behalf of Tri Delta.
  - The role of Panhellenic delegate should not be assigned to anyone other than VPCR.
  - In absence, another representative should serve as the alternate Panhellenic delegate at meetings.
- Represent opinions and decisions of Tri Delta in the Panhellenic meetings and report the chapter's vote as necessary.



- Be familiar with all requirements of Tri Delta by College Panhellenic Associations.
  - Lead necessary chapter discussions, including votes to be conducted to take back to council.
  - Utilize CCP to assist in these discussions and votes.
- Provide calendar dates to Panhellenic and invite other organizations to join Tri Delta events when applicable.
- Adhere to the Governing Documents of Panhellenic and keep an accurate copy among your officer materials for reference.

**Champion the exploration and implementation of all diversity, equity and inclusion efforts.**

- Serve as chair of the Diversity, Equity and Inclusion committee and oversee the chapter's support and participation in Tri Delta's LEADDD Now Plan.
- Oversee the implementation of Brave & Bold Dialogues in collaboration with the diversity, equity and inclusion (DEI) committee. This includes:
  - Educating the chapter on this program
  - Establishing expectations around member participation
  - Identifying opportunities to provide continued education around topics included in the course
  - Monitoring completion through LEADDDer.org
- Be familiar with all diversity, equity and inclusion resources on your campus and surrounding community.
- Educate chapter members on Tri Delta's human dignity expectations as outlined in Fraternity Policies.
- Provide regular information to the chapter of available diversity, equity and inclusion events hosted by other organizations, campus officers and community partners.
- Serve as the chapter's representative on any campus or community diversity, equity and inclusion task force, committee, round table, etc.
- Foster diversity, equity and inclusion in the creation and training of the selection committee.

**Lead the Community Relations Team.**

- Meet on a weekly basis or collect a weekly report from each officer with updates pertaining to chapter business.
- Support community relations team officers and ensure all officers are completing their respective duties, submitting their respective forms and meeting deadlines.
- Ensure all officers on their team are fulfilling their officer responsibilities and recommend action to the executive committee when that does not occur.
- Conduct a calendar planning session with your team at the end of each term and bring team dates to calendar planning session with director of administration and executive committee.

**Oversee the chapter participation in campus and fraternity/sorority organized events.**

- Oversee participation in intramural events, chapter involvement in community service programs, fraternity and sorority and college/university philanthropic initiatives and related events.
- Encourage chapter participation for all Panhellenic events, especially those events and activities in which Tri Delta participation is requested and/or required.

**Oversee the chapter's plans and participation in all events.**

- Review the logistics for each event and ensure the event prioritizes safety and is in alignment with Tri Delta's Governing Documents.
- Approve all dates in collaboration with the executive committee to ensure that the chapter calendar is well-balanced.

- Seek new educational opportunities in the campus, fraternity/sorority and local communities to participate in as a sisterhood event.



## DIRECTOR OF SOCIAL EVENTS

### JOB DESCRIPTION

It is the responsibility of the director of social events to coordinate all chapter events in adherence to Tri Delta's Governing Documents.

**Team:** Community Relations Team

**Standing committees:** None

**Volunteer support:** Community relations advisor (CRA) or the appointed advisor

**Common chairs/committees:** Social chair, formal committee, internal events chair, external events chair

### RESPONSIBILITIES

#### General officer responsibilities:

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### Implement social event programming and risk management efforts that comply with the Governing Documents.

- Read, be familiar with and uphold all risk management and social event policies found in the Fraternity Policies and the Social Event Planning Procedures.
- Be familiar with Tri Delta's Risk Reduction Philosophy.
- Develop and implement a Prevention Plan for social events, in collaboration with the

director of risk management and wellness. This may include, but is not limited to, the following:

- Event monitors
  - Transportation
  - Check-in
  - Check-out
  - Security
  - BYOB alcohol distribution
- Collaborate with the director of risk management and wellness to determine and present necessary policy education and potential risks to the chapter prior to each social event.
- Partner with the director of risk management and wellness to educate members on the Creating a Community that Cares: Risk Reduction Series, located on LEADDDer.org. Ensure members are aware about module expectations prior to social events and serve as a resource for questions that may arise.
- Ensure any themes are appropriate and in adherence with the Governing Documents.
- Avoid any preferential treatment of specific fraternal organizations when co-sponsoring social events.
- Coordinate with the director of risk management and wellness to train event monitors prior to each event. Consult the Social Event Planning Procedures for more information on event monitor training.

**Coordinate all necessary social event logistics.**

- Ensure all chapter events are placed on the chapter calendar.
- Use time during Community Relations Team meetings to seek feedback about event details and determine any necessary decisions and votes to bring before the chapter. Details may include, but are not limited to:
  - Type of events
  - Themes and favors
  - Venues/locations
- Secure all locations, risk management procedures, activities, food, entertainment and any other necessary event logistics.
- Prepare all necessary information for the Event Notification Form (ENF) and submit the form on TriConnect at least three weeks prior to any social event.
- Collaborate with the director of financial operations to ensure all purchases and plans for any event are made in accordance with the approved allocated budget funds.
- Ensure all contracts are thoroughly reviewed. Consult the Contract Review Guide for more information on reviewing contracts.
- Ensure all vendors are paid in a timely manner.
- Coordinate all transportation plans as outlined in the Governing Documents.
- Collaborate with the director of risk management and wellness to ensure necessary waivers and forms, including the Designated Sober Driver Form and Passenger Form & Release Agreement, are signed and collected prior to events.
- Manage any event registration paperwork as necessary with the college/university.
- Manage the contract review process and ensure at least two officers and the AA review each contract before the collegiate chapter president (CCP) signs it.
- Work with MJ Sorority on requests for Certificates of Insurance or if any contracts contain insurance language.
- Coordinate with the director of public relations and marketing for any event T-shirts and/or

- party favors to be designed and purchased.
- Serve as the chapter contact for all other organizations with whom the chapter may co-sponsor events.
- Develop and maintain working relationships with the social event counterpart in other fraternities, sororities and organizations on campus.
- Ensure non-alcoholic beverages and food are readily available at all events.
- Serve as the event host during events for members, guests and any vendor personnel.
- Create any necessary schedules for setting up and cleaning up any event.
- Coordinate any speakers and/or presenters to attend a planned event for chapter members, when applicable.
- Seek feedback from other officers and the executive committee to determine topics to address.



## DIRECTOR OF PHILANTHROPY JOB DESCRIPTION

It is the responsibility of the director of philanthropy to oversee the chapter's philanthropic fundraising efforts to establish a culture of philanthropy and passionate service in chapter members. The director of philanthropy leads chapter education regarding Tri Delta's philanthropic approach, to include Tri Delta's Foundation, the fight to end childhood cancer at local and regional levels and St. Jude Children's Research Hospital.

**Team:** Community Relations Team

**Standing committees:** None

**Volunteer support:** Community relations advisor (CRA) or the appointed advisor

**Common chairs/committees:** *Sincerely Yours* committee, Delta House of Pancakes (DHOP) committee, local philanthropy committee

### RESPONSIBILITIES

#### General officer responsibilities:

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as

outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.

- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

**Educate the chapter on the Fraternity's philanthropic efforts through Tri Delta's Foundation.**

- Educate the chapter on Tri Delta's philanthropic approach, to include Tri Delta's Foundation, local childhood cancer initiatives and St. Jude Children's Research Hospital.
- Educate the chapter on Tri Delta's Foundation, dedicated to fulfilling our Purpose of assisting our members in every possible way.
- Excite the chapter with Foundation initiatives helping Tri Delta women live, learn and lead.
- The initiatives include but are not limited to:
  - Tri Delta's Day of Giving
  - Scholarship applications and award winners (in collaboration with the director of academic excellence)
  - Crescent Fund; emergency financial assistance to collegiate and alumnae members
  - Grants supporting Tri Delta's leadership and educational initiatives

**Plan and implement all chapter fundraising efforts.**

- Work with the chapter to set a fundraising goal for each academic term and event.
- Plan and facilitate at least one fundraising event per year for a childhood cancer initiative or St. Jude Children's Research Hospital.
  - Secure a date for the event and ensure the date is on the chapter calendar.
  - Secure location, activities, meals, transportation and any other event logistics.
  - Coordinate all marketing initiatives (e.g., flyers, T-shirts, etc.) with applicable chapter officers.
  - Outreach to local vendors for donations if applicable.
  - Adhere to applicable officer budget according to the director of financial operations.
- With the director of financial operations, ensure all funds in Tri Delta's accounting system are deposited correctly and sent to either childhood cancer initiatives, St. Jude and/or Tri Delta's Foundation.
- Establish expectations for member participation at all fundraising events as outlined in the collegiate chapter policies.
- Serve as your chapter's Ambassador for Tri Delta's Day of Giving in November .

**Serve as the liaison between the chapter and St. Jude and other constituents.**

- Serve as the chapter delegate for St. Jude - Tri Delta Celebration if the executive committee determines possible.
- Establish and maintain a relationship with the St. Jude Regional Representative assigned to your chapter at the start of your term.
- Work with the St. Jude Regional Representative on all initiatives to benefit St. Jude and to track funds raised and report progress.
- Be familiar with St. Jude fundraising resources and/or initiatives available to Tri Delta

chapters.

- Encourage and coordinate chapter participation in St. Jude events (e.g., Tri Delta's St. Jude Month, St. Jude Walk/Run, St. Jude Memphis Marathon Weekend, etc.).
- Connect with local alumnae chapter to partner in both collegiate and alumnae chapter philanthropic events to benefit St. Jude and other childhood cancer initiatives.
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## **DIRECTOR OF PUBLIC RELATIONS AND MARKETING**

### **JOB DESCRIPTION**

It is the responsibility of the director of public relations and marketing to promote a positive public image for the chapter, Tri Delta and the membership. The director of public relations and marketing will oversee initiatives for internal and external public relations while upholding the ideals of Tri Delta.

**Team:** Community Relations Team

**Standing committees:** None

**Volunteer support:** Community relations advisor (CRA) or the appointed advisor

**Common chairs/committees:** Licensing/merchandise chair, technology chair, chapter correspondent, social media chair

#### **General officer responsibilities:**

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### **Implement all external public relations and marketing efforts.**

- Oversee the creation and maintenance of social media sites designed to promote the chapter's brand and values.
- Maintain the chapter website with accurate and up-to-date information.
- Oversee all external marketing efforts for Tri Delta events and initiatives in collaboration

with other officers.

- Oversee internal marketing efforts to encourage member participation in collaboration with other officers.
- Seek opportunities to promote both the chapter and Tri Delta through various media outlets such as newspaper and other publications.
- Prepare and submit notable chapter achievements to volunteers, Executive Office and *The Trident*.
- Read and be familiar with the public relations resources available on the Resource Library.

**Coordinate all efforts to cultivate and maintain relationships between all other entities.**

- This may include, but is not limited to, the following entities:
  - College/University
  - Local alumnae chapter
  - Fraternity and sorority organizations
  - Student organizations
  - Campus staff and faculty
  - Residents in the community
  - Business owners
  - Students
  - Parents and family members
  - Executive Office (EO)

**Preserve Tri Delta's brand and values with all promotion in all chapter operations.**

- Be familiar with the Tri Delta Style Guide and messaging on the Resource Library.
- Implement chapter presentations and education opportunities to help the members understand how to best represent Tri Delta's brand.

**Ensure all public relations efforts appropriately represent Tri Delta and are in accordance with the Governing Documents.**

- Work with the Governing Documents Committee to establish and revise collegiate chapter policies regarding individual and chapter representation on social networking websites.
- Eliminate marketing materials that promote alcohol, hazing, racism, cultural appropriation, sexism or any other message that could be offensive or hurtful to others.
- Be familiar with the policy and procedures for crisis response.

**Be familiar with the activities of the Fraternity.**

- Read and be familiar with *The Trident* and share pertinent information with members.
- Follow Tri Delta on various social media sites and share pertinent information with members.
- Submit an article each semester to *The Trident* highlighting chapter activities.

**Be familiar with activities in the community.**

- Be familiar with local news and current events that could affect Tri Delta.
- Share pertinent information regarding the surrounding community with members.
- Work in conjunction with other officers to ensure appropriate participation in community events.

**Monitor and oversee the chapter's overall use of Tri Delta trademarks, insignia and emblems.**

- Read and be familiar with the licensing policy in the Fraternity Policies.
- Review all printed materials such as T-shirts, party favors, posters and banners to ensure content is appropriate and aligned with the Tri Delta brand and licensing policy.
- Use correct logos and ensure they are not altered in any way.

- Prohibit the use of Tri Delta trademarks in conjunction with any of the following:
  - Alcohol
  - Drugs
  - Negative innuendos
  - Illegal or insensitive activities
  - Anything discriminatory or demeaning to an individual group
- Conduct chapter presentations to educate the membership about the use of Tri Delta insignia.
- Report any unlicensed vendors to Tri Delta Executive Office at [communications@trideltaeo.org](mailto:communications@trideltaeo.org).

**Oversee the process for ordering T-shirts and other favors.**

- Serve as a resource for officers to coordinate T-shirts or favors which coincide with chapter events and activities.
- Implement a process for creating and selecting favor designs.
- Utilize an organized system for ordering merchandise, enabling members to place their own order and to ensure financial responsibility.
- Work with appointed positions to coordinate all orders and favors for the chapter members.



## VICE PRESIDENT/MEMBERSHIP EXPERIENCE (VPME)

### JOB DESCRIPTION

It is the responsibility of the vice president/membership experience (VPME) to coordinate all education, logistics and implementation of chapter recruitment efforts. The VPME will oversee all initiatives to engage the entire chapter and uphold all Tri Delta ideals during recruitment efforts and during the collegiate membership in Tri Delta – from the new member period through becoming alumnae.

**Team:** Membership Experience Team

**Standing committees:** Executive committee and chair of membership selection committee (MSC)

**Volunteer support:** Alumna advisor (AA) and/or membership experience advisor (MEA)

**Common chairs/committees:** Retention committee

### RESPONSIBILITIES

#### General officer responsibilities:

- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate, request additional officers to join the initial conversation and meeting with a member regarding resignation.

#### Oversee all membership recruitment efforts.

- Coordinate with the recruitment team to create and evaluate the chapter's strategic recruitment plan.
- Review the chapter policies related to recruitment and make suggested revisions to the Governing Documents Committee.

- Ensure the chapter is at Panhellenic Total and/or working to increase membership size to achieve Panhellenic Total.
- Determine and enforce expectations for the member participation, contribution and attendance at recruitment events and education, and ensure they are accurately reflected in the chapter policies.
- Ensure all College Panhellenic Association and Tri Delta Governing Documents are adhered to and all paperwork is submitted by the designated deadline.
- Understand and be familiar with all recruitment-related procedures and terminology as outlined in the Membership Manual.
- Be familiar with the National Panhellenic Conference's (NPC) policies regarding recruitment as outlined in the Manual of Information, found on the NPC website.
- Assess the Formal Recruitment Feedback Report, past Formal and Informal Recruitment Reports via TriConnect and member evaluations to determine the current needs of the chapter and analyze the effectiveness of the previous recruitment processes.
- Adhere to all chapter budgets associated with the recruitment team and the MSC.
- Prepare for and attend any recruitment meetings hosted by the College Panhellenic Association.
- Oversee the coordination of all recruitment mechanics, which include, but are not limited to:
  - MSC training and education
  - Conversation workshops
  - Membership selection and voting education
  - Recruitment round logistics
  - Rotation groups creation, training and implementation
  - References utilization (if applicable)
  - Membership expectations and participation
  - Décor and attire
- Ensure all invitation lists during primary recruitment are created and submitted on time and in accordance with campus expectations.
- Determine and implement expectations among members for maintaining positive Panhellenic interactions and chapter morale.
- Ensure recruitment plans, preparations and conversations align with Tri Delta's Purpose and Tri Delta's non-discrimination policy.
- Coordinate with director of member selection to utilize the PNM list throughout the year whenever the chapter has membership vacancies.
- Submit the following TriConnect reports before the set deadline:
  - Formal Recruitment Report – within one week of primary recruitment
  - Informal Recruitment Report – within one week of informal bid acceptance
  - Campus Total Report – within one week of campus Total reset
- Oversee Bid Day planning efforts and collaborate with the entire membership experience team with the implementation.

**Oversee all membership retention efforts.**

- Collaborate with the executive committee to create a retention plan for the upcoming academic year.
- Review the Chapter Retention Report and create strategies and solutions to address challenges.
- Use the Chapter Retention Report to update your Chapter Retention Plan.
- Develop strategies for member retention to focus on building a positive membership

experience.

- Appoint chairs and identify committees in collaboration with the executive committee to assist with member retention efforts.
- Identify opportunities to proactively engage members who are displaying decreased interest in the membership experience.
- Oversee committees and designated chairs for retention committee, as needed.
- Educate all members on their role in creating a positive membership experience.
- Receive and process all resignations requests.
- Meet with any member wishing to resign to gather more information and address concerns if possible.
- Enlist the assistance of other officers or members as appropriate when responding to a member's request to resign.
- Submit resignation form via TriConnect when resignation is final decision of a member.
- Keep executive committee updated on trends noticed through discussion with members wanting to resign.
- Collect the badge and membership certificate from any member who resigns and return them to Executive Office (EO) via mail.

**Oversee all Continuous Open Bidding (COB) efforts in collaboration with campus, advisors or any Fraternity representatives.**

- Review the COB Manual available on the Resource Library.
- If the chapter is below Total, work with the MEA and recruitment specialist (RS) to implement the COB plan.
- Collaborate with the director of recruitment events to complete the COB Planning Guide in preparation for each term.
- Identify a recruitment support structure in collaboration with the director of recruitment events to assist with the execution of informal recruitment events.
- Appoint chairs and identify committees in collaboration with the executive committee to assist with chapter COB efforts.
- Review and approve all event and marketing plans for COB efforts submitted by director of recruitment events.
- Educate all members on the expectations for participation in COB.
- Oversee COB Bid Day planning efforts and collaborate with the entire membership experience team with the implementation.

**Be familiar with and use all available recruitment resources.**

- Work directly with the chapter's MEA and RS as necessary.
- Be familiar with any membership selection software used by the campus.
- Be familiar with the recruitment resources available on the Resource Library.

**Lead the Membership Experience Team.**

- Meet on a weekly basis or collect a weekly report from each officer with updates pertaining to chapter business.
- Provide team members resources related to their officer positions.
- Approve all planning and preparation efforts of the directors, including any design and member selection education, prior to informing the chapter.
- Ensure all officers on their team are fulfilling their officer responsibilities and recommend action to the executive committee when that does not occur.
- Conduct a calendar planning session with your team at the end of each term and bring team

dates to calendar planning session with director of administration and executive committee.  
**Participate in Fraternity Rituals.**

- Conduct necessary speaking parts as outlined in the Ritual Book.



## **DIRECTOR OF MEMBER SELECTION**

### **JOB DESCRIPTION**

It is the responsibility of the director of member selection to contribute to a culture of year-round recruitment by collecting, processing and organizing all potential new members' (PNMs) information obtained by the chapter. This officer educates the chapter on the voting process for membership selection and ensures the chapter follows appropriate procedures.

**Team:** Membership Experience Team

**Standing committees:** Membership selection committee (MSC)

**Volunteer support:** Membership experience advisor (MEA) or the appointed advisor

**Common chairs/committees:** Matching committee, reference chair, clerical committee, hometown/region chairs

#### **General officer responsibilities:**

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### **Execute the membership selection process according to the Membership Recruitment and Retention Manual.**

- Coordinate the education and training of the membership selection process and procedures for the chapter.
- Oversee the implementation of membership selection and voting.



- Create and submit all invitation lists during primary recruitment on time and in accordance with campus expectations, in collaboration with the MSC.

**Oversee all clerical aspects of recruitment as it relates to member selection.**

- Be familiar with any membership selection software used by the campus.
- Supervise the utilization of electronic voting software (OmegaRecruit or MyVote) used by the chapter.
- Participate in any training or meetings hosted by the College Panhellenic Association instructing recruitment officers on how to submit invitation lists during primary recruitment.
- Oversee the entry of consensus and courtesy votes during member selection efforts, either utilizing an electronic voting software or the voting spreadsheets.
- Read and be familiar with any Panhellenic policies or rules regarding the submission of invitation lists.
- Enter all new members into TriConnect within 24 hours following bid distribution.
- Complete pre-recruitment activities to provide the chapter members an opportunity to decide the qualities of a PNM to look for in creating the target list.
- Organize and oversee all reference collection efforts.
- Set guidelines for the qualities of each PNM submitted on the target list.

**Provide chapter education regarding the overall purpose of referring PNMs for membership in Tri Delta.**

- Collaborate with the MSC to determine, if necessary, how references will be utilized during the chapter's membership selection process, including the development of a system to receive reference forms throughout the year.
- Educate members on the use of references.
- Oversee the collection and use of all references for PNMs.
- Work with the MSC to ensure the chapter is adhering to Tri Delta's Governing Documents regarding the use of references.
- Send acknowledgment notes to alumnae who submitted references.

**Oversee the selection, training and implementation of recruitment groups and members-at-large.**

- Coordinate with other members of the MSC to create recruitment groups in preparation for primary recruitment.
- Oversee the selection of members-at-large for each recruitment group.
- Train members-at-large on their role on the membership selection committee and as a voice of the chapter.
- Provide members-at-large with an updated list of PNMs that will fall within their recruitment group as the PNMs register for recruitment.
- Prepare PNM lists for members-at-large to discuss with recruitment groups after each round of primary recruitment.
- Conduct an evaluation process with members-at-large following primary recruitment.

**Oversee the operations of the matching committee and rotation groups.**

- Appoint members to the matching committee to coordinate with the MSC for both primary recruitment and COB, as necessary.
- Educate the matching committee on their role, responsibilities and tasks to be completed to ensure positive matching practices for PNMs and members.

- Create a process to collect PNM and member information to be utilized by the matching committee.
- Create rotation groups with other MSC members and the matching committee.

**Maintain a master list of PNMs throughout the year for COB and primary recruitment.**

- Create a process to collect PNM names from members and new members on a regular basis.
- Coordinate with the VPME to utilize the PNM list throughout the year whenever the chapter has membership vacancies.
- Maintain the PNM list throughout the year and update it regularly.
- Contact the College Panhellenic on a regular basis to collect names of PNMs that have expressed interested in joining the Panhellenic community.



## DIRECTOR OF RECRUITMENT EVENTS

### JOB DESCRIPTION

It is the responsibility of the director of recruitment events to plan all design efforts for recruitment and coordinate member involvement in the implementation of approved designs. The director of recruitment events will oversee committees and appointed officers to carry-out the execution of plans prior to the beginning of recruitment.

**Team:** Membership Experience Team

**Standing committees:** None

**Volunteer support:** Membership experience advisor (MEA) or the appointed advisor

**Common chairs/committees:** Rotation group chair, day chairs for each round, Bid Day committee, set up/take down committees

### RESPONSIBILITIES

#### General officer responsibilities:

- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### Coordinate all design and planning efforts for primary recruitment.

- Determine needs for chairs and/or committees based on chapter size and needs throughout recruitment.
- Identify a recruitment support structure to assist with the execution of recruitment events.
- Appoint chairs and identify committees in collaboration with the executive committee to

increase member participation before recruitment rounds.

- Oversee committees and designated chairs for recruitment, as needed.
- Submit all designs and décor to the vice president/membership experience (VPME) for approval.
- Plan all logistics and purchases for each round of recruitment and collaborate with the director of financial operations.
- Submit recruitment budget spending to College Panhellenic Association, if applicable.
- Manage the recruitment budget and spending in collaboration with the director of financial operations.
- Oversee Bid Day planning efforts.
- Assign a set up and clean up structure to assist in event decoration.
- Ensure all chapter expectations are adhered to regarding participation in recruitment events.

**Coordinate all design and planning efforts for informal recruitment.**

- Collaborate with the recruitment team to complete the COB Planning Guide in preparation for each term.
- Determine needs for Continuous Open Bidding (COB) committee and chair based on chapter size and needs for informal recruitment.
- Identify a recruitment support structure in collaboration with vice president/membership experience to assist with the execution of recruitment events.
- Oversee committees and designated chairs for COB committee, as needed.
- Serve on the Continuous Open Bidding (COB) committee to determine needs for COB events based on chapter size and informal recruitment goals.
- Submit all event and marketing plans for COB efforts to the VPME for approval.
- Communicate member participation needs to the VPME for COB recruitment and events.
- Work with the director of public relations and marketing and vice president/community relations (VPCR) to develop public relations initiatives to promote COB efforts on campus, if necessary.
- Plan all logistics and purchases for COB recruitment.
- Manage the recruitment budget and spending in collaboration with the director of financial operations.
- Collaborate with the membership experience team in implementing Bid Day plans.



## DIRECTOR OF FIRST YEAR EXPERIENCE

### JOB DESCRIPTION

It is the responsibility of the director of first year experience to implement all programming to ensure new members are appropriately prepared for Initiation and integrated into the chapter during their first year as a member of Tri Delta. The director of first year experience will focus on belonging within the chapter to assist with the retention of members. This officer will empower new members to find community within the chapter as well as encourage initiated members in the integration of the new members to create a strong sisterhood.

**Team:** Membership Experience Team

**Standing committees:** Academic committee and sponsor selection committee (chair)

**Volunteer support:** Membership experience advisor (MEA) or the appointed advisor

**Common chairs/committees:** Small group leaders, sponsor chair, new member retreat committee, Alpha Week committee

### RESPONSIBILITIES

- Set a positive example for members and officers.
- Model and promote Tri Delta's values and Purpose.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### **Oversee all new member education efforts.**

- Set expectations for time and location of new member meetings at the beginning of the new member period.

- Serve as the primary facilitator for Pearl to Pine: First Year Experience and work to create and assign small groups.
- Responsible for training assistant directors of first year experience as appointed by the executive committee.
- Select and train all small group leaders.
- Implement the Pearl to Pine: First Year Experience as established by Tri Delta.
- Collaborate with DRM to promote Not Anymore during the first year experience.
- Distribute chapter calendar to new members to ensure they are familiar with chapter events.
- Hold new members accountable for the attendance policies.
- Work with the director of ceremonies and Ritual to coordinate all new member ceremonies outlined in Tri Delta's Ritual Book.
- Invite and prepare necessary visiting officers for each new member education session.

**Coordinate new member administrative duties.**

- Update new members as initiated status on TriConnect and order badges immediately following Initiation.
- Locate Pearl to Pine: First Year Experience materials (e.g., Director of First Year Experience Manual, online modules, Small Group Leader Manual, etc.) on Resource Library and LEADDDer.org
- Ensure new members claim their account on the Resource Library and immediately read and sign the Obligations of Membership electronically.
- For new members under the age of 18, ensure the Parent/Guardian Acknowledgement Letter is signed on their behalf.
- Coordinate chapter calendar adjustments as necessary with the director of administration and approval from the collegiate district officer (CDO) to accommodate new members recruited through Continuous Open Bidding (COB).
- Input all small group leaders into TriConnect for assessment and communication purposes. (TriConnect > Chapter Leadership > Actions > Change Officers.)

**Oversee the implementation of the sponsor program.**

- Serve as the chair of the sponsor selection committee.
- Educate prospective sponsors regarding the purpose of the sponsor program and the sponsor relationship prior to the recruitment process.
- Ensure potential sponsors clearly understand the requirements and expectations to serve in this role as outlined in the collegiate chapter policies. These may include:
  - Purpose of the sponsor
  - Overall expectations of a sponsor
  - Time commitments
  - Required event attendance
  - Grade point average (GPA) requirement
  - Budgetary allowances and/or limits on personal spending
  - Specific mentoring responsibilities
- Assist the director of ceremonies and Ritual in preparing sponsors for their roles in any Ritual ceremonies.

**Coordinate and implement all first-year member integration efforts.**

- Ensure all sponsor programming and related events are planned.
- Coordinate the following new member integration events:
  - Alpha Week
  - New Member Retreat

- Implement a program assigning preliminary sponsors on Bid Day and/or through their first 12 days of membership before the new members receive their permanent sponsor.
- Coordinate a sponsor reveal activity where new members receive their sponsor within 12 days of accepting bids.
- Ensure the reveal event is appropriately scheduled in conjunction with the Sponsor Ceremony.
- Collaborate with the director of financial operations to ensure all purchases and plans for any events are made in accordance with the approved allocated budgeted funds.



## DIRECTOR OF LIFETIME MEMBERSHIP

### JOB DESCRIPTION

It is the responsibility of the director of lifetime membership to provide sound education of the traditions, relevance and Fraternity history to all events, activities and presentations, and to support the idea of lifelong membership in Tri Delta by spreading pride among members and to maintain the relationship with local and national alumnae members.

**Team:** Membership Experience Team

**Standing committees:** Academic committee

**Volunteer support:** Membership experience advisor (MEA) or the appointed advisor

**Common chairs/committees:** Senior recognition committee, alumnae relations chair, Founders' Day chair, Pansy Brunch chair, Circle Degree chair, sisterhood events committee, lifetime membership committee

### RESPONSIBILITIES

#### General officer responsibilities:

- Set a positive example for members and officers.
- Serve as an unselfish leader and make all decisions in the best interest of the chapter and Tri Delta.
- Respond promptly within 48 hours to all forms of communication regarding officer role and Tri Delta related responsibilities (e.g., advisors, chapter volunteers, university staff, etc.).
- Respond to difficult situations, such as chapter controversies or crisis, constructively and calmly.
- Utilize and be familiar with the resources (e.g., manuals, forms, guides, etc.) on the Tri Delta website, including but not limited to the Resource Library and LEADDDer.org.
- Participate in ongoing training opportunities on LEADDDer.org or in person as requested.
- Be familiar with and ensure chapter's implementation of all policies, procedures and rules as outlined in each of the Governing Documents, college/university policies and College Panhellenic Association policies.
- Create and maintain an officer budget per the chapter's annual budgeting process and procedures, ensuring expenditures remain within the approved budget.
- Develop and implement a Prevention Plan for any major event (e.g., may include, but not limited to chapter retreat, large scale sisterhood events, social events, etc.) in collaboration with the director of risk management and wellness.
- When appropriate and requested to join the initial conversation, assist the vice president/membership experience with member resignation meetings.

#### Coordinate all opportunities for member outreach and member recognition.

- Oversee sisterhood events that can creatively present opportunities for bonding without any additional requirements to members.
  - Collaborate with DFACO to plan activities that contribute to the development of



sisterhood among residents, if applicable.

- Oversee programs for keeping members connected who are currently in a situation that limits their engagement. This may include:
  - Studying abroad
  - Taking a leave of absence
  - Temporarily participating in a program at another college/university
  - Having limited participation in the chapter for personal reasons
- Oversee all member and senior recognition activities and opportunities throughout the year.
- Oversee a senior week with events specifically designed to recognize seniors.
  - Adhere to the Governing Documents as it relates to senior events.
- Educate senior members on alumnae involvement and opportunities using information available on Tri Delta's website and CONNECTDDD.org.
- Share and promote chapter member achievements and events.

**Serve as the liaison between the collegiate chapter and alumnae members and chapters.**

- Coordinate all Pansy Brunch and Founders' Day events.
- Attend alumnae chapter meetings once per term to give an update on the collegiate chapter.
- Share details about any upcoming events that could involve alumnae.
- Gather any information from the alumnae chapter that is relevant to bring back to the collegiate chapter.
- Ensure relevant invitations and event details are appropriately communicated to alumnae as applicable.
- Partner with local alumnae to identify what they would like to be involved in or ways they would like to support the collegiate chapter.

**Incorporate alumnae presence into chapter events and programs when possible.**

- Collaborate with the director of public relations and marketing to include alumnae in any relevant campus or external activities (e.g., homecoming).
- Collaborate with local alumnae on all logistics for Circle Degree or any associated traditions.
- Collaborate with local alumnae on all logistics involving alumnae for Founders' Day celebration.
- Collaborate with the vice president/chapter programming and development (VPCPD) to create an open chapter meeting that focuses on lifetime membership and incorporates involvement from the local alumnae chapter leadership.
- Assist the vice president/membership experience (VPME) with coordinating the participation of alumnae in recruitment according to campus and Fraternity Policies.
- Collaborate with local alumnae to participate in the informational interview component of the Life After College Series.
- Promote the use of CONNECTDDD.org to connect with alumnae and other opportunities.

**Coordinate all efforts for the preservation of chapter and Tri Delta history.**

- Implement relevant presentations into chapter meetings about the traditions and history of Tri Delta and/or the chapter.
- Provide chapter education about symbols, insignia, etc.
- Maintain all chapter and Tri Delta historical resources. This may include, but is not limited to:
  - *The History of Delta Delta Delta 1888-1988*
  - Bound editions of *The Trident*
  - Chapter history documents
  - Scrapbooks

- Complete chapter history reports to be submitted to Executive Office (EO) each term.
- Handle all scheduling for chapter composites.

**Contribute to chapter traditions, programs and initiatives that pertain to overall chapter development.**

- Coordinate Circle Degree celebrations in collaboration with the local alumnae chapter.
  - Educate members on Circle Degree relevance.
  - Invite senior members to participate.
  - Coordinate any Pansy Brunch celebration to take place in conjunction with the Circle Degree.
- Coordinate Founders' Day celebrations in collaboration with the local alumnae chapter, if applicable.
  - Educate members about the relevance of this celebration.
  - Ensure the Founders' Day candle-lighting ceremony is conducted.
  - Ensure the Founders' Day Proclamation from the Fraternity President is read.
- Document and educate members on any stories that are unique to your chapter's history.
- Coordinate activities and events designed to recognize the chapter's founding in collaboration with the director of social events.
- Assist in the incorporation of accurate historical information into chapter events organized by other officers. This may include, but is not limited to:
  - Presentations given to new members.
  - Information taught to chapter members during recruitment conversation practice or any historical chapter memorabilia to be on display for a specific event or activity.

**Coordinate education efforts for upperclassmen to prepare for life after college.**

- Offer Tri Delta sponsored programming designed for upperclassmen.
- Promote and coordinate the AAUW Start Smart Salary Negotiation workshop for the chapter.
- Encourage collegiate members to participate in the Life After College Series.
- Create programming to educate seniors. This may include, but is not limited to:
  - Alumnae chapter membership
  - Local alumnae chapters
  - Professional development
  - Job search