

ALUMNAE CHAPTER/ASSOCIATION OFFICER STRUCTURE CHANGES

Old Position	New Position	Responsibilities	Rationale
President	President	<ul style="list-style-type: none"> • Chairs the Executive Committee • Provides leadership and direction to the chapter/association • Monitors progress of chapter/association goals and objectives • Convenes, sets agenda for, and presides over all Executive Committee and general chapter/association meetings • Keeps current with Sorority news and updates and implements necessary changes or updates the chapter/association members • Recognizes achievements of members • Identifies and cultivates potential chapter/association leaders • Submits Annual Report and ensures all other requested reports are submitted • Maintains consistent communication with Alpha Sigma Tau Headquarters • Ensures that chapter or association is using licensed vendors for any custom group merchandise purchase • Serves as the liaison and representative of the chapter for Headquarters Staff and nearby collegiate chapters • Attends National events as she is able; serve as the chapter's voting delegate at Convention • Signs contracts on behalf of the chapter or association 	<p>Many duties do not change; however, the new system encourages more delegation and teamwork within the chapter/association. The President is the leader – not necessarily the doer. With the holistic officer structure, the President is fully empowered to lead the chapter/association to success.</p>
Treasurer	Vice President of Administration	<ul style="list-style-type: none"> • Presides at meetings and events when the president is unable to attend • Maintains financial records and reconciles discrepancies on a monthly basis • Monitors cash flow • Ensures all members are current with their local dues (if applicable) • Prepares and presents the annual budget using the budget tools provided • Informs officers of their budget allocation amounts, and monitors them to ensure they are not exceeded • Provides receipts for all funds collected and reimbursed • Manages the membership roster and completes the Membership Roster Report • Manages the officer roster and complete the Officer Reporting Form • Creates and distributes the chapter/association annual calendar • Ensures that chapter or association is using licensed vendors for any custom group merchandise purchases 	<p>The Treasurer is responsible for the chapter's/association's finances, including dues payments. The Secretary is responsible for maintaining a roster and recording minutes for meetings. As the Sorority encourages alumnae chapters/associations to pursue social events outside of business meetings, the Secretary's role is minimized. Since the Treasurer needs the roster regardless, it is more streamlined to roll the administrative and operational responsibilities to one individual.</p>
Secretary	(Duties combined with Vice President of Administration and Communications)		<p>The Vice President of Administration is now responsible for the roster, and recording minutes during meetings has been moved to the Vice President of Communications.</p>

Old Position	New Position	Responsibilities	Rationale
Activities Chairmain	Vice President of Event Programming	<ul style="list-style-type: none"> Identifies the event interests of the chapter/association members Coordinates a range of diverse events that appeals to a broad range of alumnae Ensures events are inclusive for a diverse group of alumnae members Plans events on the annual calendar in advance to ensure all members have enough notice to attend Reviews contracts, works with the President to have them signed, works with the Vice President of Administration to keep a countersigned contract on file Works with the Vice President of Administration to ensure social events are within the allotted budget Coordinates with the Vice President of Engagement and Vice President of Communications to ensure that new alumnae members are invited to events Coordinates with the Vice President of Engagement to organize service events 	Essentially the responsibilities are the same, but the officer title is changed to be consistent with the other Vice President model.
	Vice President of Communications	<ul style="list-style-type: none"> Actively maintains the chapter/association's social media pages, e-newsletters, and email distribution list Collaborates with Vice President of Event Programming to ensure adequate promotion of upcoming events Submits the chapter's/association's submission for The Anchor Magazine Ensures all marketing and communications are in alignment with the Alpha Sigma Tau Brand Standards and Editorial Style Guide, including color use, logomarks, and typography Establishes and maintains an active communications plan for the chapter/association Ensures that Sorority engagement, news, and opportunities are communicated broadly through the chapter/association Records the minutes at meetings and distributes them to members Facilitates positive and supportive relationships by sending appropriate thank-you notes, letters of congratulations, and condolences on behalf of the chapter 	Every day, each member of an chapter/ association is being bombarded with communications and messages demanding her attention. Competitors are in her inbox and social media feeds, and the chapter/association needs to ensure it is keeping up with those competitors. In order for the chapter/ association to have a holistic and complete communications strategy, one person needs to be responsible for communication efforts. Since this position also will need to communicate what is discussed in meetings, they can also absorb the responsibility of recording and distributing meeting minutes.
	Vice President of Engagement	<ul style="list-style-type: none"> Coordinates Alpha Sigma Tau representation in a nearby Alumnae Panhellenic Association, if applicable Coordinates welcoming of new members and alumnae initiates Educates members on alumnae initiation Coordinates and promotes the alumnae initiation process Connects with nearby collegiate chapters to provide support and to cultivate future chapter/association members Encourages active engagement between chapter/association members and potential new members and introductions to collegiate chapters Is the point of contact for local National Service Partner affiliates, and coordinates with the Vice President of Event Programming to plan service opportunities for the chapter/ association. 	Formerly, there was no structure or organization in place that encourages alumnae chapters/associations to recruit alumnae members. With a Vice President of Engagement, alumnae initiation and member cultivation (recruitment) become priorities. There is also no structure or organization in place for engaging in service opportunities with national service partners, so this responsibility often falls on the President. Having this structure in place will encourage delegation.
Alumnae Panhellenic Delegate	Alumnae Panhellenic Delegate	<ul style="list-style-type: none"> Represents the chapter/association at local Alumnae Panhellenic meetings and provides reports/updates to chapter/association membership Gathers insights regarding local issues or advancements (ex: plans for extension at a local campus) and communicates with the appropriate Alpha Sigma Tau staff member 	