

ALUMNAE CHAPTERS & ASSOCIATIONS

OFFICER STRUCTURE GUIDE

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This guide serves to outline the roles and responsibilities of each Alumnae Chapter and Association officer position. Officers are vital to the success of Alumnae Chapters and Associations.

PRESIDENT

OVERVIEW

The President serves as the primary point of contact for the chapter/association. She leads and supports all officers in executing their duties and responsibilities. She works to foster positive and authentic relationships; promote community engagement; cultivate future chapter leaders; role model appropriate behavior; and share the Alpha Sigma Tau alumnae experience with others.

GENERAL RESPONSIBILITIES

- 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
 - 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

VICE PRESIDENT OF ADMINISTRATION

OVERVIEW

The Vice President of Administration is responsible for the chapter's finances, roster, and maintaining operational excellence. She communicates effectively with the alumnae group members to ensure local dues are collected and the budget is being adhered to. She is an ethical and responsible steward of the alumnae group's financial resources. She keeps the roster current and maintains accurate contact information for members.

GENERAL RESPONSIBILITIES

- 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

VICE PRESIDENT OF EVENT PROGRAMMING

OVERVIEW

The Vice President of Event Programming is responsible for planning events and activities for members to socialize and enjoy one another's company. She plans and executes innovative and engaging opportunities that support lifelong learning among her Sisters. She creates opportunities for experiences that further the ideals of Alpha Sigma Tau.

GENERAL RESPONSIBILITIES

- 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



VICE PRESIDENT OF COMMUNICATIONS

OVERVIEW

The Vice President of Communications promotes and cultivates positive and consistent Alpha Sigma Tau brand messaging across mediums and platforms. She works collaboratively to make sure that the group's public relations, events, web presence, and social media are in alignment with and effectively communicating the Alpha Sigma Tau brand. She knows how to communicate effectively with the membership so that all members know what is going on in the group. She pays attention to detail and records important meeting minutes to distribute to the membership. She has a clear understanding of the mission, vision, and values of Alpha Sigma Tau.

GENERAL RESPONSIBILITIES

- 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

VICE PRESIDENT OF ENGAGEMENT

OVERVIEW

The Vice President of Engagement is responsible for ensuring that the chapter/association is engaged in the community. Proactively engaging with new alumnae members in the area to invite them to events is a top priority for her. Once new alumnae members decide to join, she helps them get connected with other members of the group and understand the group's expectations. She coordinates the group's philanthropy and service efforts with local affiliates of National Service Partners. Finally, she helps the group engage with any nearby collegiate chapters by supporting them with their endeavors in appropriate and meaningful ways.

GENERAL RESPONSIBILITIES

- Coordinates welcoming of new alumnae members to the chapter/association
- Manages the alumnae initiation process for new Alpha Sigma Tau alumnae affiliates
- Educates chapter/association members on alumnae initiation
- Connects with nearby collegiate chapters to provide support and educate collegiate members about the alumnae chapter/association
- 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.
- Coordinates Alpha Sigma Tau representation in a nearby Alumnae Panhellenic Association, if applicable



ALUMNAE PANHELLENIC DELEGATE (IF APPLICABLE)

GENERAL RESPONSIBILITIES

- Represents the chapter/association at local Alumnae Panhellenic meetings and provides reports/updates to chapter/association membership
- Coordinates with the Vice President of Event Programming and Vice President of Communications to get Alumnae Panhellenic events on the chapter/association calendar and communicate it to the 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
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