

# ATLANTA ALUMNAE CHAPTER EXECUTIVE BOARD RESPONSIBILITIES

## **PRESIDENT**

- I. Maintain an Officer's Working Notebook
  - A. Bylaws
  - B. Alumnae Chapter Timeline
  - C. Meeting Notes/Agendas & Minutes
  - D. Chapter budget information/expenditures
  - E. Executive board contact list
  - F. Officer duties
  - G. International Reports
  - H. Internal Correspondence
  - I. External Correspondence
  - J. IH Directory
  - K. Convention Information
  - L. Philanthropy Information
- II. Meetings
  - A. Preside at all chapter meetings.
  - B. Chair executive board meetings and provide a written agenda for each meeting
  - C. Serve as an ex-officio member of committees, if chapter bylaws give that privilege.
  - D. Oversee and communicate regularly with any auxiliary groups the chapter might have.
- III. Officers
  - A. Oversee the work of all other officers, elected and appointed.
  - B. Recruit and appoint officers and committees not elected, subject to the approval of the executive board. (Since only members in good standing are eligible for offices, it is advisable for the FVP to confirm their standing before making appointments.)
  - C. Set annual chapter goals to achieve Circle of Excellence with input from executive board and chapter members. Send these to the Regional Coordinator.
  - D. Have a working knowledge of the Articles of Incorporation, Bylaws and Rules and Procedures of the Sorority, as well as the chapter bylaws.
  - E. Be thoroughly familiar with the duties of officers as given in this section
  - F. Read all International correspondence and distribute information as appropriate
  - G. Instruct all officers to compile and maintain working notebooks.
- IV. Contact with International Gamma Phi Beta
  - A. Contact the Regional Coordinator or Director if the chapter wishes her to visit or needs her help in any way.
  - B. Discuss with the Regional Coordinator the Circle of Excellence criteria met by the chapter and those Convention awards for which the chapter may be eligible.
  - C. Attend International Convention (even years) as the chapter delegate.
  - D. Be familiar with the organization and resources of International Gamma Phi Beta, including:
    1. Other alumnae groups and collegiate chapters in the province
    2. The names of the Regional Alumnae, Collegiate, and Financial Directors (these are listed on the directory page of each issue of *The Crescent*)
    3. Gamma Phi Beta's programs and services (see Programs and Services section).
    4. Gamma Phi Beta's International Headquarters staff that you can always contact for help at any time. Located near Denver, the phone number is (303) 799-1874. Hours of operation are 8:30 AM-4:30 PM, Mountain Time.
- V. Reports
  - A. Deadlines must be met for Circle of Excellence criteria.
    1. If the chapter does not have a Communications VP of in office, the President is responsible for sending Form #25, Alumnae Chapter Officer's List (after election), to IH by April 1st. This form must be sent in annually, even if there are no officer changes.

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2. By June 1st, send one copy of the Alumnae Chapter President's Report, Form #27a, to International Headquarters.
  - B. Check with other officers and chairwomen to be sure that their international reports, forms, and fees have been sent to International Headquarters accurately and on time.
  - C. Submit the chapter bylaws to the Regional Coordinator for approval. All subsequent changes must also have her approval (see *Alumnae Chapter Bylaws*).
- VI. Officer Transition and Continuity of Chapter Operations
- A. Ensure that elections are handled according to procedures set forth in the international and chapter bylaws.
  - B. Plan and preside over an officer transition meeting after new officers are elected to ensure all new officers are thoroughly trained.
  - C. When you relinquish your office, train your successor and turn over to her your working notebook, the President's Book, and all other material pertaining to the office. You should make copies of any material or information that you are interested in keeping.

# ATLANTA ALUMNAE CHAPTER EXECUTIVE BOARD RESPONSIBILITIES

## **ALUMNAE/COLLEGIATE RELATIONS VICE PRESIDENT**

- I. Maintain an Officer's Working Notebook
  - A. Bylaws & Duties
  - B. Meeting Notes/Agendas & Minutes
  - C. Department budget information/Expenditures
  - D. Collegiate phone lists
  - E. Correspondence
  - F. Reports
  - G. Recruitment/References
  - H. New Members
  - I. Senior Celebration
  - J. SisterLink
- II. Act as a general liaison between the local, supported collegiate chapters, Delta Omicron, Delta Upsilon, and Zeta Tau, and the alumnae chapter.
  - A. Maintain communication with the Collegiate/Alumnae Relations VP and Chapter Advisor of each chapter.
  - B. Communicate with Mother's Club or Parent's Club if one exists.
- III. Develop contact with contacts at the other surrounding area chapters at Clemson, University of South Carolina, Auburn University, University of Alabama, and Florida State University.
- IV. Assist Programs VP in coordinating the Annual Mother/Daughter Salad Luncheon.
  - A. Luncheon should be held each summer. For the summer that Convention is held, the Salad Luncheon should be held after the biannual convention.
  - B. Confirm budget with Financial VP.
  - C. Contact all local chapters for summer e-mail lists.
  - D. Coordinate collegiate invitations with the Communications VP through EVITE/mail.
- V. Communicate recruitment dates of supported collegiate chapters to the alumnae membership.
  - A. If possible, participate in alumnae recruitment support.
  - B. Request Communications VP to send "Best Wishes" & "Congrats" correspondence to area chapters for recruitment.
  - C. Ensure that recruitment information is included in the fall/winter newsletter.
  - D. Provide support & encouragement during recruitment preparation before recruitment begins.
  - E. Coordinate attendance and support of alumnae for chapter initiation.
- VI. Coordinate support of welcoming new members to Gamma Phi Beta after each recruitment.
  - A. Communicate with the collegiate representative for the names of the new members.
  - B. Send cards to each new member.
- VII. Support the Senior Celebration weeks by coordinating participation in the Senior Rite of Passage ceremony and gifts for graduating seniors.
- VIII. Scholarship Awards
  - A. Send applications in early October to each Greek letter chapter regarding the Alumnae Scholarship.
  - B. Arrange applicant selection process with the Executive Board.
  - C. Announce recipient at Founders Day or other event as appropriate.
  - D. Work with the Communications VP to send in Scholarship Recipient information to *The Crescent*.
- IX. Be familiar with the duties of all other executive board members.
- X. When you relinquish the office, train your successor and turn over to her your working notebook and any other material pertaining to the office.

# ATLANTA ALUMNAE CHAPTER EXECUTIVE BOARD RESPONSIBILITIES

## **PROGRAMS VICE PRESIDENT**

- I. Maintain an Officer's Working Notebook
  - A. Bylaws & Duties
  - B. Meeting Notes/Agendas & Minutes
  - C. Current Membership contact list
  - D. Department budget information/expenditures
  - E. History of Programs
  - F. Founders Day
  - G. Auxiliary Groups
  - H. EVITE Instructions
  - I. Programming ideas
- II. Plan and schedule programming for the active year
  - A. Programs for the active year shall run from August through July.
  - B. The following programs are pre-determined as *Signature Events*:
    1. September – Open House/Annual Chapter Meeting
    2. November – Founders Day
    3. December - Holiday Party
    4. March/April – Family Picnic
    5. June/July – Mother/Daughter Salad Luncheon
  - C. The programs for each year through January shall be scheduled no later than August 1. The remainder of the year should then be planned no later than January 31.
  - D. All hostesses should be confirmed at least one month prior to an event.
  - E. Directions to events should be available to membership at least one month prior to an event for inclusion in the monthly e-mail and for use on the EVITE.
- III. Work with the Financial VP on planning an annual budget for programs and stay within that budget during the year
  - A. Founders Day & Salad Luncheon should have a specific budget
  - B. All reimbursements must be submitted on proper form and with proper documentation within two (2) weeks of the event
- IV. Provide event/programming information to Communications VP for e-mails, newsletters, and EVITEs
- V. Request that the Communications VP send thank you notes to all hostesses and any other applicable parties. Supply the CVP with the address if necessary.
- VI. Oversee all programming committees to include any or all of the following:
  - A. Founders Day
  - B. Meet & Greet/Happy Hour
  - C. Lunch Club
  - D. Passport Dinner
  - E. Mom and Me
  - F. Book Club
  - G. Movie Club
  - H. Bridge Club
- VII. Be a member of the Founders Day Committee
- VIII. Maintain awareness of the chapter's programming needs. Survey members each year in the fall/winter newsletter to obtain feedback.
- IX. Be familiar with the duties of all other executive board members.
- X. When you relinquish the office, train your successor and turn over to her your working notebook and any other material pertaining to the office.

# ATLANTA ALUMNAE CHAPTER EXECUTIVE BOARD RESPONSIBILITIES

## COMMUNICATIONS VICE PRESIDENT

- I. Maintain an Officer's Working Notebook
  - A. Bylaws & Duties
  - B. Meeting Notes/Agendas & Minutes
  - C. Current Membership contact list
  - D. Department budget information/expenditures
  - E. E-mail Information
  - F. EVITE instructions and materials
  - G. Previous Newsletters
  - H. Current Newsletters
  - I. Database
  - J. Website Information
  - K. Correspondence
- II. Coordinate and produce an alumnae chapter newsletter and manage the newsletter editor.
  - A. A newsletter should be sent at minimum once per year to all members listed on the IH membership list and twice per year to active chapter members.
    1. Fall/Winter issue should be mailed no later than August 1 and should include:
      - a) Dues form and annual survey
      - b) Programming information through January
      - c) Salad Luncheon photo and article
      - d) Letter from the President
      - e) Chapter Officer contact details
      - f) Convention article, if applicable
      - g) Collegiate recruitment dates/needs
      - h) Sally Foster sales information
      - i) SisterLink information
    2. Spring/Summer issue should be mailed no later than February 28 and should include:
      - a) Dues form
      - b) List of dues paid members
      - c) Programming information through July
      - d) Founders Day photos and article
      - e) Holiday Party photos
      - f) Letter from the President
      - g) Collegiate information
      - h) ARC contact
      - i) SisterLink information
  - B. Newsletters should be proofed by other executive board members to minimize errors, but not to an extent that it becomes a burden on the person producing the newsletter.
  - C. Coordinate with printer publishing the newsletter.
  - D. Coordinate with Database Manager for list of name/addresses of members to receive newsletter.
- III. Manage the local database (duties may be delegated to the Database Manager)
  - A. Compare IH Membership Printout received in June/July with current local database and update as needed – complete updates prior to the mailing of the Fall/Winter newsletter.
  - B. Provide email updates by the 25th of each month.
  - C. Ensure that member addresses are updated in the database as they are forwarded.
  - A. Forward address updates to IH monthly to ensure member receives *The Crescent*.
  - B. Supply executive board with an updated member list quarterly.
  - C. Print labels for all mailings.
  - D. Ensure accuracy of information including collegiate chapter and member number. Member number is critical for annual dues credit.
- IV. Manage the Chapter Website (duties may be delegated to Website Coordinator)

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- A. Obtain/forward digital photos and update photo gallery after each event.
  - B. Update website with most recent newsletter and eNewsletter in a timely manner.
  - C. Update content quarterly or as requested.
  - D. Create a plan for future sections of the website (Spotlights, Calendar, Members Only, etc.).
- V. Manage Monthly eNewsletter
- A. Monthly eNewsletter is to be sent on the 1st of every month to the distribution list in [gammaphobetaatl@yahoo.com](mailto:gammaphobetaatl@yahoo.com) yahoo group list. This list must be current with additions, corrections, deletions by the 25th of each month.
  - B. Send an email to Exec and Extended Exec one week prior to sending the eNewsletter requesting content that is to be included.
  - C. Refer to Exec meeting minutes for content information in addition to responses from other officers.
  - D. Include evite links.
  - E. Send eNewsletter updates as requested or for content correction.
- VI. Manage Yahoo & Evite email distribution
- A. Add emails of "New" members after the yearly update from the IH Membership Printout.
  - B. Maintain Yahoo & Evite distributions email lists with new email addresses, email corrections, and email deletions by the 25th of each month.
  - C. Delete emails of members that have moved from the Atlanta area.
  - D. Delete from Evite list if a member unsubscribes from Yahoo and vice versa. Make a note in database that member does not wish to be contacted via email.
- VII. Manage Event Evites
- A. Receive event and auxiliary group information from Programs VP.
  - B. Create and send evites to events at least one month prior to the event (sooner for signature events such as Salad Luncheon, Open House, Holiday Party, etc.).
  - C. Send evites to distribution list in the Evite Contact Manager. This list must be current with additions, corrections, deletions by the 25th of each month.
  - D. Can be proofed by other executive board members to minimize errors, but not to an extent that it becomes a burden on producing the Evite.
- VIII. Manage Crescent Correspondent
- A. Obtain/provide digital photos and content/details of recent events.
  - B. Review article prior to submission.
  - C. Insure that articles are submitted quarterly (Spring issue: January 1, Summer issue: April 1, Fall issue: July 1, and Winter issue: October 1).
- IX. Manage the chapter's Yahoo account
- A. Check the yahoo account ([gammaphibetaatl@yahoo.com](mailto:gammaphibetaatl@yahoo.com)) for new mail weekly.
  - B. Reply or forward as needed to emails received at this address.
  - C. Delete old received and sent emails as needed.
- X. Handle all chapter correspondence
- D. Send thank you notes to all hostesses as requested by the VP of Programs.
  - E. Send any other thank you notes as requested by Executive Board members.
  - F. Correspondence guidelines
    - 1. Gamma Phi Beta should always be spelled out.
    - 2. All letters should include the following:
      - a) date
      - b) your address
      - c) your signature
      - d) your chapter office beneath your signature
      - e) your alumnae chapter name, if official stationery is not used
  - G. Receive incoming chapter correspondence and read during each business meeting (it will generally be addressed to the President).
- XI. Record minutes at all executive business meetings.
- A. Record attendance at each meeting and reflect members present and absent in the minutes.

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- B. Communicate minutes from business meetings via email within 2 weeks of meeting to ensure action plans implemented as necessary.
- C. Include in the minutes in **BOLD** any items which require further action from members.
- D. At the beginning of each meeting present the minutes from the previous meeting to review any old business and make corrections or additions.
- E. Maintain meeting minutes in Officer's Working Notebook.
- XII. Keep the chapter bylaws up-to-date.
  - A. If they are amended by the executive board and approved by the Regional Director, make an amended copy, showing the date in the margin when the amendment was adopted.
  - B. Send an updated copy to International Headquarters.
- XIII. Order official supplies or insignia for members from IH. Contact IH for price list.
- XIV. Send International Headquarters reports in on time.
  - A. By **September 1**, unless otherwise notified, send International President business items to be considered at fall International Council meeting.
  - B. By **February 1** of the year in which Convention is held, send to the chairwoman of the international nominating committee the names of any members whom your chapter wishes to nominate for any international office. Include a list of the candidate's qualifications provided by the candidate.
  - C. By **February 1**, alumnae chapters need to send the name and address of their area reference chairwoman to IH, in order to be included in the summer issue of *The Crescent*.
  - D. By **February 1**, send International President business items for consideration at the spring International Council meeting.
  - E. **Immediately after election and by April 1**, send roster of chapter officers on Form #25, Alumnae Chapter Officers List, to IH. Notify IH of any change of officers between elections. You may install officers later, if you wish. Form #25 must be sent to IH annually even if there are no officer changes.
  - F. By **May 1**, send Form #16 (Zip Code Revision Form) and the Membership Printout Order Form to IH. Form #16 includes sections for adding and deleting zip codes for the Membership Printout that is received June/July. The Membership Printout Order Form indicates how the chapter wishes to receive the membership printout.
  - G. **At any time** send names of deceased members to IH. Include married and maiden names, collegiate chapter, address and date of death, if known. Enclose newspaper announcement.
- XV. After conferring with the executive board, nominate chapter members for individual alumnae awards. Current award forms are sent to the chapter president in the officer supply packet. Get these from her and copy as many as you need.
- XVI. Be familiar with the duties of all other executive board members.
- XVII. When you relinquish the office, train your successor and turn over to her your working notebook and any other material pertaining to the office.

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## **MEMBERSHIP VICE PRESIDENT**

- I. Maintain an Officer's Working Notebook
  - A. Bylaws & Duties
  - B. Meeting Notes/Agendas & Minutes
  - C. Current Membership contact list
  - D. Department budget information/expenditures
  - E. Alumnae Correspondence
  - F. External Correspondence
  - G. New Members
  - H. Alumna Initiate Program
- II. Alumnae Recruitment
  - A. Hold a "recruitment" month to help increase membership and dues paying members
    1. Work with Programs VP to schedule "Bring a Friend Back to GPB"
    2. Propose additional ideas to recruit and retain other sisters
    3. Provide "goodie bags" to members and packets to new members.
- III. New Members
  - A. Maintain constant communication with Communications VP to obtain names of new women in the Atlanta area.
  - B. Review the E-vite after each event and make contact with those sisters who "viewed" the e-mail so that we can reach out to those with some interest.
  - C. Send Welcome Packet to new Gamma Phi's in the area which includes:
    1. Welcome letter from the President
    2. Officer Directory
    3. Dues Information Sheet
    4. Most recent newsletter
    5. Schedule of upcoming activities
    6. SisterLink Form
  - D. Keep in contact with new member after the receipt of packet.
- IV. Alumnae Chapter Liaisons
  - A. Designate a representative from each of the following chapters in the Atlanta area if possible:
    1. University of Georgia – Delta Upsilon
    2. Southern Polytechnic State University – Delta Omicron
    3. Emory University – Zeta Tau
    4. Clemson University – Epsilon Theta
    5. Auburn University – Gamma Phi
    6. University of Alabama – Epsilon Lambda
    7. Florida State University – Beta Mu
  - B. The Chapter Liaison should be in regular contact with Atlanta-area alumnae from her respective chapter to increase membership.
- V. Records
  - A. Maintain guest book and insure that it is available at all events.
    1. Summarize attendance at each event and forward new members to the Database Manager.
    2. Maintain the current Chapter scrapbook and bring it to all appropriate programs/events
  - B. Maintain and update the chapter nametags
    1. Make sure that each nametag reflects the dues paid status
    2. Update nametags as needed with office titles, etc.
- VI. Be familiar with the duties of all other executive board members.
- VII. When you relinquish the office, train your successor and turn over to her your working notebook and any other material pertaining to the office.

# ATLANTA ALUMNAE CHAPTER EXECUTIVE BOARD RESPONSIBILITIES

## **FINANCIAL VICE PRESIDENT**

- I. Maintain an Officer's Working Notebook
  - A. Bylaws & Duties
  - B. Meeting Notes/Agendas & Minutes
  - C. Exec Board Contact List
  - D. Budgets
  - E. Correspondence
  - F. Tax Statements
  - G. Reports
  - H. Blank forms
  - I. Receipts
  - J. Disbursements
  - K. Bills
  - L. Form #17's
  - M. Receipts
  - N. Copies of Bank Deposits
- II. Prepare an annual budget
  - A. Budget should be by department. Consult with each executive officer when preparing her budget.
  - B. Annual budget should be prepared no later than August 15 and presented at the first executive board meeting of the year (usually in August).
  - C. Fiscal year runs August 1 through July 31.
- III. Collect international, local and Panhellenic dues. International dues are determined by the International bylaws. Local chapter dues are determined by each chapter's bylaws. The current dues for the Atlanta Alumnae Chapter are:
  - A. International - \$25
  - B. Local - \$22.50
  - C. Panhellenic - \$2.50
- IV. Maintain the Alumnae Chapter checkbook
  - A. Balance the checkbook monthly with the bank statement.
  - B. Deposit all checks with the bulk being:
    1. Dues
    2. Sally Foster or other fund-raiser
    3. Founders Day
  - C. Maintain photocopies of all incoming checks.
  - D. Maintain the checkbook with the utmost honesty and integrity.
  - E. Reimburse officers and hostesses using the Expense Report Form within 3 weeks of receipt.
- V. Maintain a general ledger indicating receipts and disbursements by category.
  - A. Issue numbered receipts for all collections. Keep a record of these receipts either by using a carbon copy receipt book or by completing the record stub of each receipt.
  - B. At each meeting report on the financial status of the chapter by presenting an updated budget with YTD actual expenses and the checkbook balance.
  - C. Annually submit all records including ledgers, receipt books, checkbooks, canceled checks, bank statements, paid and unpaid bills to an auditing committee composed of chapter members.
  - D. Ensure that receipts minus disbursements in general ledger equal the checkbook balance.
- VI. Submit payment for the annual Forms Fee by December 1.
- VII. Submit payment for international dues collected in the fall by December 1.
  - A. Send single check to IH for \$25 multiplied by the number of members paid to date.
  - B. Membership printout should be returned with dues check indicating address changes.

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- C. Dues paid member information should be indicated on the Form #17, Alumnae Chapter International Dues.
- VIII. Send in a check for the Founders Day Contribution based on the money collected at Founders Day. The Founders Day Contribution Form #39 should accompany the check. Because the money collected is credited to the general fund of the Sorority, this donation is not considered a Foundation contribution.
- IX. Submit the Alumnae Chapter Treasurer's report (part of the President's Report) by June 1.
- X. Oversee the following:
  - A. Fundraising/Sally Foster
  - B. Philanthropy
- XI. Be familiar with the duties of all other executive board members.
- XII. When you relinquish the office, train your successor and turn over to her your working notebook and any other material pertaining to the office.

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### **PANHELLENIC AFFAIRS VICE PRESIDENT**

- I. Maintain an Officer's Working Notebook
  - A. Bylaws & Duties
  - B. Meeting Notes/Agendas & Minutes
  - C. Current Membership contact list
  - D. Budgets
  - E. Panhellenic phone list
  - F. Recruitment/References
  - G. AAPA bylaws
- II. Represent Gamma Phi Beta in the Atlanta Alumnae Panhellenic Association.
  - A. Attend all Panhellenic business meetings.
  - B. Insure that a representative of Gamma Phi Beta is present at all meetings.
- III. Communicate to Executive Board any Panhellenic information.
  - A. Submit all Panhellenic dates for inclusion on the chapter calendar.
  - B. Bring Panhellenic meeting notes to executive board meetings or forward information via e-mail within 7 days of Panhellenic meeting.
- IV. Attend the Spring Scholarship Luncheon and Fall Open House events.
- V. Be familiar with the duties of all other executive board members.
- VI. When you relinquish the office, train your successor and turn over to her your working notebook and any other material pertaining to the office.