



DELTA CHI

FRATERNITY

“E” Position Description

- Serve as the primary and ongoing contact for alumni
- Produce an alumni newsletter; work with the “BB” to edit and revise if possible
- Submit Campus Scene articles for the *Quarterly* articles (deadlines: April 1 and November 1)
- Coordinate alumni functions (homecoming, Founders' Day, special events, etc.)
- Facilitate correspondence with alumni:
 - Birthdays, anniversaries, etc.
 - Acknowledgements
 - Newsletter information
 - Thank-you letters
 - Invitations
- Maintain an up-to-date mailing list including all alumni
- Work with the AMC to involve alumni in the Associate Member Program
- Invite alumni to ritual and initiation
- Promote alumni initiations
- Prepare and organize transition materials; save all materials to an online cloud prior to transition