

# DELTA CHI

FRATERNITY

## OFFICER DESCRIPTION: “E” - ALUMNI RELATIONS

### FROM DELTA CHI LAW:

- Exercise the powers usually exercised by the corresponding secretary of an organization.
- Keep a record of all information obtainable concerning the alumni of his own chapter, their occupations, and addresses.
- Forward to the Headquarters Office twice each year all information that he may have received concerning the alumni of the chapter.
- Prepare for each issue of the Quarterly material requested for publication therein.
- Perform such additional duties of the office of “E” as are set forth in Fraternity publications.

### WHAT DOES THAT ACTUALLY MEAN?

- Serve as the primary and ongoing contact for chapter/provisional chapter alumni.
- Produce an alumni newsletter utilizing the [Alumni Newsletter BRIEF](#) for guidance.
- Submit [Campus Scene](#) by April 1 and November 1 for publication in Delta Chi magazine, The Quarterly.
- Serve as point of contact as well as plan and coordinate applicable alumni functions (ex. homecoming, Founders’ Day, chapter/provisional chapter anniversaries, etc.).
- Facilitate correspondence with alumni (ex. event invitations, newsletter distribution, thank you notes, notification of Ritual or Initiation ceremony, etc.).
- Maintain an up-to-date mailing/contact list including all alumni, utilizing the [Delta Chi Mass Member Information request form](#) if needed.
- Work with the AMC to involve alumni in the Associate Member Program as appropriate
- Promote alumni initiations and Alumni Rededication Ceremony.
- Develop relationship with campus Alumni Association office.
- Promote [Senior Send Off](#) form submissions to graduating members each term.
- Chair the Alumni Relations Committee and meet regularly with the ABT Alumni Relations Advisor.
- Meet with Interfraternity Council Programming Officer or other campus governing council peer officers as needed.
- Attend annual officer transition retreat and chapter retreat.
- Work with fellow chapter/provisional chapter executive board officers to develop action plans for the chapter/provisional chapter.
- Prepare and organize transition materials, and save all materials to an online cloud/database prior to transition.
- Attend the January Regional Leadership Academy event.
- Attend applicable risk management webinars.