

Alumni Chapter District Director

Congratulations on your appointment as Alumni Chapter District Director!

Below are some guidelines to consider as you move forward with your new role.

Duties of District Director (Excerpted from National Bylaws Article IX Section 3 and National Policies and Procedures Section J Policy 3)

- Supervise the chapter within the District to which they have been appointed.
- Continually monitor the performance of chapter in the District by maintaining regular contact (by telephone, mail or electronic mail) with the president and/or other officers of those chapters.
- Personally visit each chapter at least twice or more often if deemed necessary to provide needed assistance.
- Within 14 days after visiting a chapter or having significant contact with a chapter by telephone or mail, communicate to the Regional Vice President a summary of the current operations of the chapter, including appropriate recommendations for follow up action.
- Recommend to the Regional Vice President specific assistance or disciplinary action that may be required to assist a chapter to improve its performance or correct violations of Fraternity laws and policies.
- Actively encourage the chapter in the District to participate in Fraternity-wide programs such as the leadership programs, the Leadership Foundation, community service and regional and national awards programs.
- Encourage each chapter in the District to send an official delegate to each Provincial Council Meeting and Grand Chapter Congress.
- Assist provincial and regional officers in the dissemination of information about the programs, goals and objectives of the Fraternity.
- Solicit feedback and suggestions from the chapters in the District and forward these to the Regional Vice President and Provincial Vice President.

For additional resources see the National Volunteer Leadership Manual at www.dsp.org/docs/default-source/resources/volunteer-leadership-manual.pdf

For additional Alumni Chapter resources see www.dsp.org/about/resources/alumni-resources

What does an Alumni Chapter District Director bring to the alumni chapter, and how would the alumni chapter benefit?

As Alumni Chapter District Director, you can:

- Help alumni chapter identify and address areas where improvement is needed.
- Motivate chapter in pursuing chapter goals and initiatives.
- Provide tips on alumni chapter operations and feedback on events or special programming.
- Help fill in holes of experiences for the officers – emphasizing importance in planning and communications, recruiting demographics, and membership retention of different ages.
- Help the officers and committees to do their jobs the best they can.
- Act as a sounding board in guidance and leadership.
- Provide guidance on problem solving and help them with solutions for chapter growth by finding out what the chapter wants to obtain.
- Assist the chapter with succession planning, and then the transition of alumni chapter officers.
- Promote continuity within the alumni chapter where needed or offer solutions.
- Assist with applying for alumni chapter awards and the Alumni Chapter Recognition Program.

How is an Alumni Chapter District Director different from an alumni chapter officer?

- An Alumni Chapter District Director is appointed as an advisor to the alumni chapter and not an elected alumni chapter officer
- You are a national voice between the Board of Directors, Central Office, the Regional Vice President, and the alumni chapter.

What are tips and suggestions for Alumni Chapter District Directors to consider?

- Learn the chapter culture and identify with the alumni chapter:
 - What does the alumni chapter want to be and how can you help?
 - What can you do to help the alumni chapter succeed?
 - Where is the alumni chapter heading?
 - Identify goals and growth strategies.
 - What is the alumni chapter's culture?
 - What is the environment within the alumni chapter? Do they do a lot of programming?
 - Is it well established or just starting out? Is it a very active or a more inactive chapter? What is the make-up of the chapter (Recent graduates, middle-aged with children)?
 - Who are the officers that make up the executive committee? Are they new/young and in need of guidance on their role and what to do?
 - How do alumni chapter officers work together? Do they need any help in team building?
 - When will the executive committee meet?
- Alumni Chapter District Director will:
 - Review and consult National Legislation with alumni chapter but let alumni chapter officers speak on behalf of the chapter during Provincial Council and Grand Chapter Congress business meetings.
 - Set expectations of the role of a District Director; and ask executive committee their expectations of the District Director (and National Fraternity).
 - Help groom the officers and offer resources.
 - Act only as an advisor; do not over-assert your position.

What experiences/skills should an Alumni Chapter District Director have?

- You are an involved volunteer with alumni chapter experience that is still linked to National Fraternity including attending National events and becoming a Certified Deltasig Leader (CDL).
- You have knowledge of National Bylaws and National Policy & Procedures, Alumni Resources, Risk Management, etc.
- You want to work (roll up your sleeves) and be accountable for your actions and the actions of your appointed alumni chapter(s).
- You exhibit objectivity and patience.
- You have good listening and communication skills.