



**PHI DELTA THETA**

*Become the greatest version of yourself*

## ALUMNI SECRETARY

### BASIC FUNCTION:

The alumni secretary is responsible for cultivating and strengthening the relationship between the chapter and the alumni members of the organization. This officer works with the CAB alumni relations adviser and local alumni club (if present) to engage alumni and sponsor programming.

### 10 THINGS TO FOCUS ON AS ALUMNI SECRETARY:

1. Connect with the alumni relations adviser at the beginning of each semester to review the expectations of the position and develop the chapter's alumni and parent engagement goals. Use the [Alumni Secretary Resource Guide](#).
2. Work with the alumni relations adviser to acquire and update alumni/parent contact information. Current alumni contact information lists can be acquired from Phi Delta Theta's General Headquarters and the college/university alumni association and should be cross-referenced with any lists the chapter maintains.
3. Produce bi-annual newsletters (print and e-newsletter) to send to alumni and parents, highlighting chapter and alumni matters. Learn more here about the [chapter newsletter service](#) that Phi Delta Theta offers.
4. Throughout the year, reach out to alumni and parents to generate new member referrals, including legacies, for your chapter.
5. Work with the alumni relations adviser and, if applicable, the area alumni club to develop and establish a mentorship program that allows undergraduate members to learn from alumni who have experience in an industry of interest.
6. Plan and execute, alongside chapter leadership, key alumni and parent events throughout the year (alumni weekends, homecoming, parents weekend, Founders Day, alumni luncheons, etc.).
7. Invite all alumni and parents to follow the chapter and the General Fraternity on their social media platforms and collaborate with the public relations chairman to continually highlight chapter and alumni matters.
8. Encourage chapter and alumni members to create a profile on the [Phi Delt Network](#) mobile app.
9. Plan and coordinate the Alumni Induction Ceremony for upcoming and/or recent graduating members of the chapter.
10. Help bring attention to your chapter by sharing key highlights and alumni successes with the editors of [The Scroll](#) and the college/university alumni association.

### VIEW MORE RESOURCES AT:

<https://www.phideltatheta.org/members/resources/chapter-officers/alumni-secretary/>

---