Report New Officers in Vault

How it Works

Report outgoing and incoming officers via Vault > Chapter > Officers

Vault ⁻	Epsil	on Alpha - Aubu	Irn University	* 🟠 *	₽ 🔤	0		
Communications -	Chapter - Hous	e• ΔΤΔ •	Billing -	Bill Pay 🗸	Accounting -	How To		
Membership	Update Member Inform	duw.	Reports		Chapter Inform	nation		
Member Roster	Class		Member Behall	Sheets	Chapter Det	ail		
Add New Members	Social Security Num	bers	Initiated Memb	ber List	Officers)		
Archive Members	Custom Personal Inf	ormation	Custom Person	nal Information	Contacts			
Update Member Statuses	Custom Membership	Information	Custom Memb	ership Information	Committees			
Member Initiation Reporting	Other Information				GPA History			
	Personal Information	n						
-		GAFI NEWS				YOUR P	RIMARY	CONT

Select 'Edit Officers'

Officers								
 Undergraduate officers automatically have acc chapter calendar items, polls, announcements 		cers have the ability to	send m	iass emails	i, as well as, tl	he ab	illity to add	ł
UNDERGRADUATE OFFICERS					Edit Officers	ン	Add Office	
				Search			Export	•
	Officer	Office From	Offic		Туре	0	Export	•
howing 1 to 22 of 22 entries	Officer Smart, Joe	Office From 06/13/2016	Offic			0		•
howing 1 to 22 of 22 entries Office Name			Offic		Туре	φ.		•
President	Smart, Joe	06/13/2016	Offic		Type National	0		•

2.

In the first column select the new officers and add the date their term begins. Add a 'To' date to the last column indicating when the previous officer's term ended and click 'Update Officers' button.

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dit Officers							
Office	New Officer	$\mathbf{\dot{\mathbf{c}}}$	From	То	Current Officer	From	То
President	Bart, Paul	٠	11/13/2016		Treasurer, Joe	06/13/2016	11/13/2016
Internal Vice President	Smiles, Ron	٠	11/13/2016		Smith, John	06/13/2016	11/13/2016
External Vice President	Jones, Sam	٠	11/13/2016		Smith, John	06/13/2016	11/13/2016
Secretary					Bart, Paul	06/13/2016	

For more information or with questions, contact: Your OmegaFi Chapter Services Representative at 800.276.6342 or Kathy Sargent, Delta Tau Delta Member Services Administrative Assistant, at 317. 284.0203.