



DELTA CHI

FRATERNITY

“A” – President

First 60-Days Checklist

Congratulations on your new role as the “A”! Thank you for your commitment to Delta Chi and the success your chapter. While this is not an exhaustive list to govern your entire term, it can get you started on the tasks you will need to complete during your first 60 days in office.

IMPORTANT DATES

Below is a list of important dates. You should save these in your phone, computer or write them in your agenda.

- **October 15:** “C” should update fall membership statuses (see [“C” Reference Guide](#) for more detail)
- **November 1:** “C” should submit the [“BB” Status Report Form](#) and “E” should submit the [Campus Scene Form](#) for the *Delta Chi Quarterly*
- **December 1:** “C” should submit an updated ABT roster and Housing Corporation Board roster
- **December 31:** “BB” should submit the [Semi-Annual Report](#)
- **February 15:** “C” should update the spring membership statuses (see [“C” Reference Guide](#) for more detail)
- **April 15:** “C” should submit the summer addresses of officers and summer plans for the chapter house (if applicable) to the International Headquarters
- **April 30:** “BB” should submit the [Semi-Annual Report](#) and the “C” should update the status of the seniors who graduated (see [“C” Reference Guide](#) for more detail)
- **May 1:** “C” should submit the [awards packet](#) and the “E” should submit the [Campus Scene Form](#) for the *Delta Chi Quarterly*
- **May 15/November 15:** “D” should file your 990 Form

TRANSITION WITH THE OUTGOING “A”

- Complete the “A” On-Boarding tutorial on [Lessonly](#) (available Fall 2020)
- Complete the [Incoming Officer Guide](#)
- Use the [1:1 Officer Transition Meeting Guide](#) as an agenda when meeting with the outgoing officer
- Review Delta Chi Risk Management Policy, [Delta Chi Law](#), university policy (including the Code of Conduct) and IFC policies and procedures

- Ensure the other lettered officers have completed their transition meeting with their predecessor

REGISTER FOR LEADERSHIP PROGRAMMING SPONSORED BY IHQ

- Register for A's Academy
 - Log into MYDCHI
 - Complete the required steps under "A's Academy Registration"
 - If you do not have access to register, you should contact your outgoing "C" to ensure that the officers were updated in Vault
- Register for the Regional Leadership Conference (RLC)
 - Log into MYDCHI
 - Complete the required steps under "RLC Registration"
 - Each chapter/colony should send a minimum of seven delegates ("B", "C", "D", "E", "F", AMC, Recruitment Chair). You are highly encouraged to attend the "F" Track or the General Track, so you can be present during the Executive Board planning session. General members are also encouraged to attend the General Track. Aspiring officers can attend an officer track (in addition to the current Officer).

REVIEW THE CHAPTER'S STATUS

- Obtain and review copies of your chapter's current:
 - Constitution and By-Laws;
 - Action Plans, Goals, and SWOT analysis;
 - Judicial Board procedures
 - Risk Management Plan
 - Budget;
 - Chapter Event Calendar, Campus Academic Calendar, and Activities Calendar;
 - Membership Roster on Vault [Chapter's Vault page > Vault Mgt > Chapter Mgt > Member Roster]
 - If applicable, any current corrective action plans for the university, IFC or Delta Chi.
- Confirm your chapter is in good standing financially with the International Headquarters, the IFC, and any other campus board/council (All Greek Programming Board, Greek Council, Student Government Association, etc.).
- Check current account balances for checking, savings and miscellaneous accounts (housing fund, chapter scholarship fund, OmegaFi Bill Pay).

- Make changes to the primary account holder information for the checking account at the bank. Ensure that an ABT member is listed as authorized users on this account.
- Schedule and lead the New Officer Transition Retreat. You can include the outgoing officers at your discretion.

MEET WITH YOUR CONTACTS

Though these are recommendations for initial touchpoints, you should consistently interact with these stakeholders throughout your officer term.

- Contact your “BB”
 - Set up a time to meet/talk in the next two weeks
 - Review your position description and set expectations together
 - Provide the contact information for all newly or re-elected officers
 - Share the date, time and location for the chapter’s/colony’s incoming officer retreat and invite the “BB” to attend
 - Set up a time and method for weekly communication
- Contact your Housing Corporation President (if applicable)
 - Set up a time to meet/talk in the next two weeks
 - Review your position description and set expectations together
 - Provide the contact information for all newly elected or re-elected officers
 - Review any outstanding balances, in conjunction with the House Manager and “D”; establish clear payment deadlines
 - Set up a time and method for communication as appropriate
 - Ensure the “D” also meets with the Housing Corporation President within the next two weeks
- Contact your Alumni Board of Trustees President (if applicable)
 - Set up a time to meet/talk in in person in the next two weeks
 - Review your position description and set expectations together
 - Provide the contact information for all newly elected or re-elected officers
 - Set up a time and method for ongoing communication
 - Determine gaps/needs of current ABT
- Contact your Fraternity/Sorority Life Advisor
 - Set up a time to meet/talk in the next two weeks
 - Review your position description and set expectations together
 - Set goals in-line with standards and expectations of the university

- Provide the contact information for all new elected or re-elected officers
 - Review any campus-specific standards or minimum expectations for chapters
 - Set up a time to meet on a regular basis
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- Attend an IFC meeting and introduce yourself to the other community leaders. This should be ongoing throughout the semester.

 - Introduce yourself to current sorority chapter presidents, other fraternity chapter presidents not in IFC, Governing Council Officers, and leaders of other campus organizations with whom you will work with on a regular basis.

 - Contact your Regent to introduce yourself

 - Keep in mind that your Values-Based Coaching (VBC) Coach from the International Headquarters will reach out to you.

THINGS TO CONSIDER

- Review additional [Officer Resources](#)
- Review any campus fraternity/sorority life standards or awards programs
- Review the [Liability Assessment Calculator](#)
- Review the [fees and bills due](#) to Delta Chi International Headquarters
- Review [Tax Filing Deadlines](#)
- Learn about the [Emerging Leaders Academy](#)
- Learn about the [Delta Chi Associate Member Program](#)