



DELTA CHI

FRATERNITY

“B” – Vice President First 60-Days Checklist

Congratulations on your new role as the “B”! 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.

TRANSITION WITH THE OUTGOING “B”

- Complete the “B” On-Boarding tutorial on [Lessonly](#)
- Review Chapter Management BREIF and Chairmen [BRIEFS](#)
- Complete the [Incoming Officer Guide](#)
- Use the [1:1 Officer Transition Meeting Guide](#) as an agenda when meeting with the outgoing officer
- Attend the incoming officer retreat with new Executive Board to prepare for the year
- Ensure the Chairmen have completed their transition meeting with their predecessor

REGISTER FOR LEADERSHIP PROGRAMMING SPONSORED BY IHQ

- Register for the Regional Leadership Conference (RLC)
 - Log into MYDCHI
 - Complete the required steps under “RLC Registration” and register for the “B” Track

REVIEW THE CHAPTER’S STATUS

- Obtain and review copies of your chapter's current:
 - Constitution and By-Laws;
 - Action Plans, Goals, and SWOT analysis;
 - Budget;
 - Judicial Board procedures;
 - Chapter Event Calendar, Campus Academic Calendar, and Activities Calendar;

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 Chairmen

- Contact your Alumni Board of Trustees Advisor (if applicable)
 - Set up a time to meet/talk in person in the next two weeks
 - Review your position description and set expectations together
 - Set up a time and method for ongoing communication
 - Determine gaps/needs of current ABT

- Introduce yourself to current fraternity and sorority chapter vice presidents, 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

THINGS TO CONSIDER

- Review additional [Officer Resources](#)
- Review any campus fraternity/sorority life standards or awards programs
- Learn about the [Emerging Leaders Academy](#)
- Learn about the [Delta Chi Associate Member Program](#)