**“BB” Position Description**

* Read the Chapter Management BRIEF
* Oversee the transition of officers
* Assist officers in general operations and procedures
* Ensure that each chapter/colony officer understands their respective position
* Function as a liaison between the undergraduates and the alumni
* Develop an ongoing, beneficial relationship with the college/university administration (Dean of Students, Fraternity/Sorority Advisor, etc.)
* Help the chapter/colony prepare budgets in advance for each semester/quarter; conduct monthly check-ins to avoid overspending
* Ensure that the recruitment program is planned and well-executed
* Meet with the associate member class to educate on matters related to anti-hazing and lifetime involvement in Delta Chi
* Ensure the “E” is distributing the alumni newsletters
* Provide semi-annual reports to the International Headquarters (April 30 and December 31)
* Attend at least two Executive Board meetings a month
* Review the chapter’s/colony’s financial status with the “D” monthly
* Supervise initiation of associate members
* Ensure Form 990 is filled out and submitted to the IRS annually
* Maintain close contact with the Regent
* Review the officer responsibility checklist with each officer to ensue he knows his duties