



DELTA CHI

FRATERNITY

“C” – Secretary First 60-Days Checklist

Congratulations on your new role as the “C”! 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
- **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*

TRANSITION WITH THE OUTGOING “C”

- Complete the “C” On-Boarding tutorial on [Lessonly](#)
- Read the “C Reference Guide”
- 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 the new Executive Board to prepare for the year.

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 “C” 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;
 - Chapter Event Calendar, Campus Academic Calendar, and Activities Calendar;
 - Membership Roster on Vault [Chapter's Vault page > Vault Mgt > Chapter Mgt > Member Roster]

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
 - Set up a time and method for communication

- 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 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](#)