



DELTA CHI

FRATERNITY

“E” – Alumni Chair First 60-Days Checklist

Congratulations on your new role as the “E”! 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, your computer or write them in your agenda.

- **November 1:** “BB” should submit the “BB” Status Report Form and “E” should submit the [Campus Scene Form](#) for the *Delta Chi Quarterly*
- **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 “E”

- Complete the “E” On-Boarding tutorial on [Lessonly](#) (available Fall 2020)
- Read the [Alumni Engagement BRIEF](#) and the [Alumni Newsletter BRIEF](#)
- 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 “E” 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]
- Updated alumni contact information

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
- Send an introductory email to involved alumni telling them about yourself and provide your contact information.
- Contact your [Regent](#) to introduce yourself

THINGS TO CONSIDER

- Review additional [Officer Resources](#)
- Contact the International Headquarters to obtain an updated contact list of local alumni or alumni from your chapter/colony
- Review any campus fraternity/sorority life standards or awards programs
- Learn about the [Emerging Leaders Academy](#)
- Learn about the [Delta Chi Associate Member Program](#)
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