



DELTA CHI

FRATERNITY

“F” – President

First 60-Days Checklist

Congratulations on your new role as the “F”! 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 “F”

- Complete the “F” 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
- Attend the incoming officer retreat with the new Executive Board to prepare for the year
- Review the Anti-Hazing Law for Your State/Province and the Anti-Hazing Policies from Delta Chi and your institution

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 “F” 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
 - Membership Roster on Vault [Chapter’s Vault page > Vault Mgt > Chapter Mgt > Member Roster]
 - If applicable, any current corrective action plans for the institution, IFC or Delta Chi

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 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
 - Set up a time and method for communication as appropriate

- Contact your Alumni Board of Trustees Advisor (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
 - 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
 - Discuss standards and expectations of the university
 - Review any campus-specific standards or minimum expectations for chapters

- Attend an IFC meeting and introduce yourself to the other community leaders.

- Contact your [Regent](#) to introduce yourself

THINGS TO CONSIDER

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