**“F” Position Description**

* Serve as the Risk Management Officer
* Assists the “A” with crisis management
* Act at the Parliamentarian during general meetings
* Work with the Social Chair to execute events that adhere to the Delta Chi policies, procedures, values, and those of the host institution
* Responsible for overseeing the Judicial Board
* Read, understand and be able to explain the Delta Chi Risk Management Policy
* Ensure that risk management policies are followed at all chapter/colony events
* Meet with each associate member class to review risk management policies and procedures; this should be done in the form of an “F” Talk
	+ More information on the “F” Talks can be found [here](https://deltachi.org/rm-resources/associate-member-program/)
* Review the Delta Chi Risk Management Policy each semester/quarter with the members of the chapter/colony
* Coordinate initiations with the “A”
* Monitor conduct of chapter members
* Hold brothers accountable to the standards and expectations of membership
* Ensure ritual material is properly cared for, securely stored and that all necessary materials are on hand prior to initiation
* Oversee security of the chapter house (in conjunction with the House Manager and as necessary)
* Conduct a semester/quarterly judicial board training
* Prepare and organize transition materials; save all materials to an online cloud prior to transition