**Recruitment Chair Position Description**

* Plan, organize and coordinate a year-round recruitment program
* Chair the recruitment committee
* Encourage the participation of all chapter/colony members in the recruitment process and recruitment events
* Help the chapter/colony develop its own set of specific membership criteria that aligns with the mission, vision and values of the International Fraternity
* Submit a recruitment budget to the “D” prior to the beginning of each term. Should also assist in the administration of the approved budget.
* Hold recruitment workshops to inform and discuss with all chapter/colony members information pertaining to recruiting and promoting the fraternity
* Secure alumni support and involvement by inviting area alumni to recruitment events
* Coordinate communication with potential new members
* Direct the preparation of recruitment publications and other printed materials related to recruitment
* Sufficiently inform potential members of the academic standards, financial obligations and values of Delta Chi.
* Maintain a current and up-to-date names list of prospective new members including information such as age, year, address, phone number, and interests
* Acknowledge all brothers who sent recruitment recommendations and notify them of the outcome of their referral
* Maintain ongoing statistical information for the chapter/colony (i.e. number of men offered bids, men accepting bids, male enrollment, males per class, chapter size, chapter retention rate, ect.)
* Be aware of and inform the chapter/colony of all college/university and IFC recruitment rules
* Oversee all social media marketing and promotional efforts that are tied to recruitment
* Prepare and organize transition materials; save all materials to an online cloud prior to transition