



# DELTA CHI

FRATERNITY

## Recruitment Chair First 60-Days Checklist

Congratulations on your new role as the Recruitment Chair! 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 RECRUITMENT CHAIR

- Complete the [Incoming Officer Guide](#)
- Use the [1:1 Officer Transition Meeting Guide](#) as an agenda when meeting with the outgoing officer

### 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 Recruitment 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
  - Recruitment Plan
  - Membership Assessment
  - Budget
  - Chapter Event Calendar, Campus Academic Calendar, and Activities Calendar

### MEET WITH YOUR CONTACTS

**Though these are recommendations for initial touchpoints, you should consistently interact with these stakeholders throughout your term.**

- Contact your “BB”
  - Set up a time to meet/talk in the next two weeks
  - Review your position description and set expectations together
- 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

- Introduce yourself to current Recruitment Chairs from other fraternities and sororities, Governing Council Officers, and leaders of other campus organizations with whom you will work with on a regular basis.
  
- 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](#)