



DELTA CHI

FRATERNITY

Scholarship Chair First 60-Days Checklist

Congratulations on your new role as the Scholarship 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 SCHOLARSHIP CHAIR

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

REVIEW THE CHAPTER'S STATUS

- Obtain and review copies of your chapter's current:
 - Constitution and By-Laws
 - Action Plans, Goals, and SWOT analysis
 - Chapter Scholarship Plan (If your chapter does not have a plan, consider using the example on the [Officer Resources](#) page under "Scholarship Chair Resources")
 - 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 Alumni Board of Trustees Advisor (if applicable)
 - Set up a time to meet/talk 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 Scholarship 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.

THINGS TO CONSIDER

- Review additional [Officer Resources](#)
- Review any campus fraternity/sorority life standards or awards programs
- Identify where the academic resources are on your campus
- Learn about the [Emerging Leaders Academy](#)