**Scholarship Chair Position Description**

* Hold regular (at least bi-weekly) meetings of the scholarship committee and prepare weekly written reports for the “B” and updates for every chapter meeting
* Create a culture of academic excellence and encourage academic performance and a desire to excel within the chapter
* Develop a scholarship program and chapter goals for the academic year that encourage, support, and celebrate academic excellence
* Evaluate and improve the scholarship program regularly
* Develop and implement chapter scholarship awards and incentives
* Educate the chapter regarding Delta Chi, the chapter and institutional scholarship standards and ensure they are enforced
* Review chapter/colony bylaws regarding academics and propose improvements as needed
* Hold brothers accountable for not meeting academic standards via chapter bylaws
* Meet with the alumni, Faculty Advisor, Greek Advisor, other campus officials and any study/academic support centers regarding guidance and scholarship opportunities
* Regularly meet with your ABT counterpart (scholarship advisor/ faculty advisor) and keep them up to date on the chapter’s progress, areas of concern, and seek guidance on developing a sound scholarship program
* Attend meetings of the IFC scholarship committee (if applicable)
* Maintain confidential academic records and report accordingly to the university and to Delta Chi International Headquarters
* Promote college/university academic awards and Delta Chi Educational Foundation awards and scholarships
* Promote and educate members on educational services offered by the school (e.g. academic learning/counseling centers, tutoring programs, academic success, financial aid, etc.)
* Assist the Recruitment Chairman in evaluating the academic potential and qualifications of prospective members
* Collaborate with the social committee to ensure that the social activities are not scheduled during critical times on the academic calendar (e.g., mid-terms, “dead week”, final exam week)
* Arrange guest speakers to enhance members’ academic excellence and professional development
* Prepare and organize transition materials; save all materials to an online cloud prior to transition