



**DELTA CHI**  
FRATERNITY

### **“A” Position Description**

- Ensure implementation of the proper officer structure as outlined in the Chapter Management BRIEF
- Serve as the Chair for the general meetings by running efficient meetings using parliamentary procedure and a written agenda
- Meet with the Fraternity/Sorority Advisor regularly and attend IFC meetings and Presidents Council (when applicable)
- Serve as the primary representative for the chapter/colony
- Coordinate the officers' and chapter retreats each semester
- Responsible for all paperwork needed for recognition on campus and by the IFC
- Work with the Executive Committee to develop action plans for the chapter/colony
- Attend ABT meetings and meet regularly with the "BB"
- Report "BB" election/re-election by November 1 in non-convention years
- Prepare and organize transition materials; save all materials to an online cloud prior to transition