



DELTA CHI
FRATERNITY

“B” Position Description

- Read the Chapter Management BRIEF and be familiar with chapter management procedures
- Schedule, plan and chair Executive Committee meetings
- Oversee all committees
- Hold chairmen accountable to their tangible plans and goals
- Ensure chairmen are updating their position materials for transition
- Keep a detailed calendar of events; post monthly for membership
- Arrange meeting rooms when needed
- Chair the Bylaws Committee as needed
- Set up adhoc committees as necessary
- Submit weekly officer/committee reports at Executive Board meetings
- Coordinate with the “C” and “E” to send correspondence to other fraternities, sororities, university, and alumni (holiday cards, congratulatory messages, etc.)
- Prepare and organize transition materials; save all materials to an online cloud prior to transition