



DELTA CHI

FRATERNITY

“BB” Position Description

- Read the Chapter Management BRIEF
- Oversee the transition of officers
- Assist officers in general operations and procedures
- Ensure that each chapter/colony officer understands their respective position
- Function as a liaison between the undergraduates and the alumni
- Develop an ongoing, beneficial relationship with the college/university administration (Dean of Students, Fraternity/Sorority Advisor, etc.)
- Help the chapter/colony prepare budgets in advance for each semester/quarter; conduct monthly check-ins to avoid overspending
- Ensure that the recruitment program is planned and well-executed
- Meet with the associate member class to educate on matters related to anti-hazing and lifetime involvement in Delta Chi
- Ensure the “E” is distributing the alumni newsletters
- Provide semi-annual reports to the International Headquarters (April 30 and December 31)
- Attend at least two Executive Board meetings a month
- Review the chapter's/colony's financial status with the “D” monthly
- Supervise initiation of associate members
- Ensure Form 990 is filled out and submitted to the IRS annually
- Maintain close contact with the Regent
- Review the officer responsibility checklist with each officer to ensure he knows his duties