



DELTA CHI

FRATERNITY

"C" Position Description

- Submit Chapter Meeting Report (CMR) forms to the International Headquarters Office within three days of every chapter/colony meeting
- Complete and submit the Grade Verification Form for all new associate members
- Post minutes for each chapter/colony meeting
- Provide a copy of the election results to the Fraternity/Sorority Advisor, IFC, "BB", ABT, and International Headquarters Office (in next CMR)
- Read the "C" Reference Guide
- Report all new associate members via MyDChi
- Update membership status' via MyDChi by October 14 and February 14; this includes reporting all disassociated associate members and inactive or graduated initiated members
- Update and distribute membership list to the college/university and International Headquarters as needed
- Provide a contact list of ABT and House Corporation members to the International Headquarters by December 1 each year
- Make agendas for chapter/colony meetings that are available to all members
- Keep and preserve all records, books, documents, and archives of the chapter/colony
- Unless a separate chairman position is created, the "C" is responsible for communications among the members (phone tree, email list-serve, member-only Facebook group, etc.)
- Ensure all award applications are properly completed and submitted prior to the deadline
- Prepare and organize transition materials; save all materials to an online cloud prior to transition