



DELTA CHI

FRATERNITY

Member Resources

"D" 60 Day Checklist

Congratulations on your new role as the "D"! Thank you for your commitment to Delta Chi and the success of your chapter. While this is not an exhaustive list to govern your entire term, it can get you started on the tasks that will help you during your first 60 days in office.



Important Dates

Below is a list of important dates for your chapter. As the "D", you should be mindful of these and support your fellow officers in making sure these items are taken care of for your organization. You should save these in your calendar or planner, and be sure they are on the agenda for your chapter.

- **September 15:** Fall portion of RMA fees billed
- **October 14:** Fall Vault roster updated by 5:00 pm ET
- **October 15:** Fall Membership and Housing Fees billed, Fall Portion of RMA fees billed
- **November 15:** Fall Membership and Housing Fees due
- **December 15:** Confirm officer contact information in Vault
- **January 15:** International Convention Assessment fee billed
- **February 14:** Spring Vault roster updated by 5:00 pm ET
- **February 15:** International Convention Assessment due. Spring Membership, Housing, RMA fees billed
- **March 15:** Spring Membership, Housing, and RMA fees due
- **March 31:** Educational Foundation Scholarship Applications due
- **May 15:** Confirm officer contact information in Vault



Officer Transitions

- Complete the "D" On-Boarding course through the Learning Management System on [MYDCHI](#)
- Schedule a transition meeting with the outgoing "D"
- Review Delta Chi Risk Management Policy, Delta Chi Law, institutional policies (including the Code of Conduct) and IFC policies and procedures
- Ensure the other lettered officers have completed their transition meeting with their predecessor

Member Resources



Review Chapter Operations

As you take over your role, it is important to familiarize yourself with the current state of your chapter. This can help you avoid any surprises and equip you with the knowledge needed to move forward.

- Confirm your chapter is in good standing financially with the International Headquarters, the IFC, and any other campus board/council
- Check current account balances for checking, savings, and miscellaneous accounts (housing fund, chapter scholarship fund, OmegaFi Bill Pay)
- Make changes to the primary account holder information for the checking account at the bank, including the new "A" and "D" officers and the ABT Financial Advisor
- Obtain and review copies of the current constitution and by-laws so you can be familiar with the operations of your chapter
- Understand the risk management plans and policies of Delta Chi, your campus, and your IFC/governing council
- Be familiar with the goals, priorities, and action plans for your chapter



Meet With Your Contacts

As an officer, you are not alone in your work. There are a number of people who are there to support you in your work. You should look to reach out to these individuals within the first two weeks of your term.

- "BB"
- Alumni Board of Trustees
- Housing Corporation (if applicable)
- Fraternity/Sorority Life Advisor
- IFC/Governing Council Treasurer
- Fellow Fraternity/Sorority Treasurers
- Your Regent
- International Headquarters Staff (including Chapter Coach)
- Financial Aid office



Tips For Success

- Attend Regional leadership programming
- Familiarize yourself with the resources available to your chapter
- Review the fees and deadlines due to the International Headquarters
- Review tax filing deadlines and procedures
- Participate in leadership development opportunities offered through Delta Chi or your campus
- Practice self-care and know the resources that are available to you on campus and through Delta Chi, including the [Campus Assistance Program](#)
- Sign up for the [Delta Chi Mentorship Network](#) to connect with fellow Delta Chis and expand your network and skills