



DELTA CHI

FRATERNITY

Member Resources

ABT Secretary Position Description



The ABT Secretary should....

- Serves as the secretary for the ABT board
- Advise the chapter/provisional chapter “C”
- Read and familiarize yourself with BRIEFS and resources regarding the “C” position
- Understand all deadlines and filing requirements for the chapter
- Support the chapter/provisional chapter is submitting their CMR’s regularly and accurately to the International Headquarters
- Engage with the "C" and other members to meet campus accreditation standards and are applying for campus, regional, and International Headquarters awards
- Prepare and maintain a contact list of ABT members, Fraternity/Sorority Life office, relevant International Headquarters staff, and other relevant individuals
- Take ABT meeting minutes and distribute them after the meeting
- Keep and maintain the ABT by-laws
- Provisional chapters only: Assist the “C” and the chartering standards committee complete their petition for chartering



Important resources include:

- Delta Chi Law
- ABT BRIEF
- ABT by-laws
- Chapter/provisional chapter by-laws
- “C” Reference Guide
- Delta Chi Volunteer Resources, including participation in the Volunteer Training Program available through the International Fraternity