



### Philanthropy Chair 60 Day Checklist

Congratulations on your new role as the Philanthropy Chair! 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.



#### Officer Transitions

- Schedule a transition meeting with the outgoing Philanthropy Chair
- Review Delta Chi Risk Management Policy, Delta Chi Law, institutional policies (including the Code of Conduct), and IFC policies and procedures
- Review the budget for philanthropic efforts
- Gather the academic and activities calendar for your institution, as well as other fraternities/sororities
- Be sure to have contact information for stakeholders for any annual philanthropic events hosted by your chapter
- Review the resources available for the Philanthropy Chair, including how to use [CrowdChange](#)



#### 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. 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 Philanthropy Chair
- Fellow Fraternity/Sorority Philanthropy Chairs
- Your Regent
- International Headquarters Staff (including Chapter Coach)



#### Tips For Success

- Plan to attend your Regional Leadership Conference
- Learn facts and important information about the [V Foundation](#), our international philanthropic partner
- 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