



Scholarship Chair 60-Day Checklist

Congratulations on your new role as the Scholarship 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 tasks to help you during your first 60 days in office.



Officer Transitions

- Schedule a transition meeting with the outgoing Scholarship Chair
- Review Delta Chi Risk Management Policies, Delta Chi Law, institutional policies (including the Code of Conduct), local IFC policies, and institutional procedures around academics
- Review the budget for scholarship efforts
- Gather the academic and activities calendar for your institution
- Connect with the Academic Advising Center on your campus to learn more about the resources available to support your members
- Review the academic plan and additional scholarship resources



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. Reach out to the following individuals within the first two weeks of your term.

- "BB"
- Alumni Board of Trustees
- Housing Corporation (if applicable)
- Fraternity/Sorority Life Advisor
- Faculty Advisor
- IFC/Governing Council Scholarship Chair
- Fellow Fraternity/Sorority Scholarship Chairs
- Order of Omega, Gamma Sigma Alpha, and other honor societies
- Your Regent
- International Headquarters Staff (including Chapter Coach)



Tips For Success

- Plan to attend your Regional Leadership programming
- 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