

# DELTA CHI

FRATERNITY

## 60 DAY CHECKLIST: “A” - PRESIDENT

Congratulations on your role as the “A”! Thank you for your commitment to Delta Chi and the success of your chapter/provisional chapter. This is not an exhaustive list to govern your entire term, but it will help you get started during your first 60 days in office - typically from your election until attending your Regional Leadership Academy event.

### IMPORTANT DATES

In addition to all of the Delta Chi [Operational Dates and Deadlines](#), here are some items to get added to your calendar now, as they will be your responsibility as the “A” to ensure the chapter is aware and follows:

- January 29: Alcohol & Substance Use [Risk Management Webinar](#)
- February 1: Membership Experience Survey (MES) opens for all members
- March 5: Membership Experience Survey (MES) closes
- April 1: IHQ Award Nominations & Chapter Operations Assessment opens
- April 30: IHQ Award Nominations & Chapter Operations Assessment due
- September 1: Convention Travel Assistance Applications due (Convention years)
- October 16: Alcohol & Substance Use [Risk Management Webinar](#)
- November 1: Mid-Year Chapter Operations Assessment opens
- November 1: Report “BB” - Chapter Advisor election/re-election (for non-Convention years)
- November 1: Deadline to declare Dale Carnegie Scholar(s)
- November 20: Deadline for Dale Carnegie Scholar(s) to confirm their role
- November 30: Mid-Year Chapter Operations Assessment due
- Ongoing: Submit [incident report form](#) within 24 hours of qualifying event

### GETTING STARTED

As you transition into your officer role, here’s a few checklist items you will need to complete:

- Register to attend your [Regional Leadership Academy](#) in January.
- Complete the Preparing to be an Officer, Cultural Competency, and the “A” Onboarding modules, found in the myDCHI Learning Management System.
- Schedule a transition meeting with the outgoing “A” and plan officer transition retreat and chapter retreat.
- Introduce yourself to important contacts, such as: “BB” - Chapter Advisor, Housing Corporation (if applicable) President, your [Regent](#), International Headquarters Staff ([including your chapter coach](#)), Fraternity/Sorority Life Advisor, and Interfraternity Council (IFC) President.
- Review the Delta Chi Risk Management Policy, Delta Chi Law, and the “A” officer resources and BRIEFs.
- Get updated copies of institutional policies (including a Code of Conduct), campus academic and activity calendars, and student organization expectations.
- Review your local chapter/provisional chapter Constitution and Bylaws, membership roster, Membership Experience Survey report, action plans and goals, budget, and calendar.