

# DELTA CHI

FRATERNITY

## OFFICER DESCRIPTION: “A” - PRESIDENT

### FROM DELTA CHI LAW:

- Exercise the powers usually exercised by the President of an organization.
- Preside at all meetings of the chapter.
- Appoint all committees.
- Perform such additional duties of the office of “A” as are set forth in applicable Fraternity Publications.

### WHAT DOES THAT ACTUALLY MEAN?

- Ensure implementation of the proper officer structure as outlined in the [Chapter Management BRIEF](#).
- Lead chapter/provisional chapter executive board and general body meetings using [parliamentary procedure](#) and a written agenda prepared by the “C.”
- Meet with the Fraternity/Sorority Advisor regularly and attend Interfraternity Council (IFC) or other campus governing council meetings.
- Serve as the primary representative for the chapter/provisional chapter on campus and within the Fraternity.
- Work with the “F” on crisis response, following the procedures outlined in the [Emergency Management BRIEF](#).
- Responsible for all paperwork needed for recognition on campus and by the IFC.
- Attend Alumni Board of Trustee meetings and meet regularly with the “BB” - Chapter Advisor.
- Report “BB” - Chapter Advisor election/re-election by November 1 in non-convention years.
- Declare the chapter’s Dale Carnegie Scholar by the November 20 deadline.
- Declare the chapter’s Convention delegates 60 days prior to the start of an International Convention (held biannually in even years).
- Meet with Interfraternity Council President or other campus governing council leaders as needed.
- Coordinate annual officer transition retreat and chapter retreat.
- Work with fellow chapter/provisional chapter executive board officers to develop action plans for the chapter/provisional chapter.
- Prepare and organize transition materials, and save all materials to an online cloud/database prior to transition.
- Attend “A’s” Academy, part of the January Regional Leadership Academy event.
- Oversee member completion of the annual Membership Experience Survey in February.
- Coordinate the submission of the Mid-Year Chapter Operations Assessment, due November 30 each year.
- Coordinate the submissions of the Chapter Operations Assessment and IHQ Awards submissions, due April 30 each year.
- Attend applicable risk management webinars.