

DELTA CHI

FRATERNITY

60 DAY CHECKLIST: “B” - VICE PRESIDENT

Congratulations on your role as the “B”! 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 “B” to ensure the chapter or applicable chair positions, are aware of and follow:

- 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 for all members
- April 1: IHQ Award Nominations & Chapter Operations Assessment Form opens
- April 30: IHQ Award Nominations & Chapter Operations Assessment Form due
- October 16: Alcohol & Substance Use [Risk Management Webinar](#)

GETTING STARTED

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

- Review the [Chapter Management BRIEF](#) and committee structure.
- Register to attend your [Regional Leadership Academy](#) in January
- Complete the Preparing to be an Officer, Cultural Competency, and the “B” Onboarding modules, found in the myDCHI Learning Management System
- Schedule a transition meeting with the outgoing “B”
- Introduce yourself to important contacts, such as: ABT President, Housing Corporation (if applicable), your [Regent](#), International Headquarters Staff ([including your chapter coach](#)), Fraternity/Sorority Life Advisor, and Interfraternity Council (IFC) Vice President or relevant peer officer.
- Review the Delta Chi Risk Management Policy, Delta Chi Law, and the “B” 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