

DELTA CHI

FRATERNITY

60 DAY CHECKLIST: “C” - SECRETARY

Congratulations on your role as the “C”! 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 “C” to ensure the chapter is aware and follows:

- February 12: Sexual Misconduct Prevention [Risk Management Webinar](#)
- February 14: Spring term Vault roster update deadline
- May 15: Spring end of term Vault officer update deadline
- June 30: Summer term Vault roster and officer update deadline
- October 14: Fall term Vault roster update deadline
- November 1: “BB” - Chapter Advisor Election / Re-Election deadline
- November 13: Sexual Misconduct Prevention [Risk Management Webinar](#)
- December 1: ABT and House Corporation Vault roster update deadline
- December 15: Fall end of term Vault officer and advisor update deadline
- Ongoing: Submit [Chapter Meeting Report](#) (CMR) after each chapter/provisional chapter general body meeting.
- Ongoing: Associate Member and Initiation Reporting ([see guide here](#))

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 “C” Onboarding modules, found in the MyDCHI Learning Management System.
- Schedule a transition meeting with the outgoing “C.”
- Introduce yourself to important contacts, such as: ABT Advisor, Housing Corporation (if applicable), your [Regent](#), International Headquarters Staff ([including your chapter coach](#)), Fraternity/Sorority Life Advisor, and Interfraternity Council (IFC) Secretary or peer officer.
- Review the Delta Chi Risk Management Policy, Delta Chi Law, and the “C” 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.