

# DELTA CHI

FRATERNITY

## 60 DAY CHECKLIST:

### COMMUNITY SERVICE CHAIR

Congratulations on your role as the Community Service Chair! 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 your chapter/provisional chapter's representatives attend their 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 Community Service Chair to ensure the chapter is aware and follows:

- April 27 - May 4: National Volunteer Appreciation Week
- October 13: Delta Chi Founder's Day - Week of Service will always be the week of or leading up to Founder's Day.
- Ongoing: Report member service hours by working with the "C" to submit through the Chapter Meeting Report.

#### GETTING STARTED

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

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