

# DELTA CHI

FRATERNITY

## 60 DAY CHECKLIST:

### DIVERSITY, EQUITY, AND INCLUSION CHAIR

Congratulations on your role as the DEI 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 DEI Chair to ensure the chapter is aware and follows:

- Heritage Month and Identity Recognition Days ([see here for list from Harvard](#))
- Religious Holidays and Events ([see here for Interfaith Calendar](#))

#### GETTING STARTED

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

- Review the Fraternity's [DEI Position Statement](#) and resources.
- Review the North-American Interfraternity Conference (NIC) [Position Statement on Diversity, Equity, and Inclusion](#) and available [DEI Resources](#).
- 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 DEI Chair
- Introduce yourself to important contacts, such as: ABT DEI or Member Education Advisor, your [Regent](#), International Headquarters Staff ([including your chapter coach](#)), Fraternity/Sorority Life Advisor, and Interfraternity Council (IFC) DEI/Programming Officer.
- Review the Delta Chi Risk Management Policy, Delta Chi Law, and the DEI 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.