

DELTA CHI

FRATERNITY

60 DAY CHECKLIST: “E” - ALUMNI RELATIONS

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

- February 1: Deadline for Spring term graduates to submit [Senior Send Off](#)
- April 9: Social Event Planning [Risk Management Webinar](#)
- April 27 - May 4: National Volunteer Appreciation Week
- May 1: [Campus Scene](#) due for inclusion in summer edition of the The Quarterly, Delta Chi’s magazine
- June 1: Applications open to serve on Delta Chi [International Committees](#)
- September 1: Deadline for Fall term graduates to submit [Senior Send Off](#)
- September 4: Social Event Planning [Risk Management Webinar](#)
- November 1: [Campus Scene](#) due for inclusion in winter edition of the The Quarterly

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