

DELTA CHI

FRATERNITY

60 DAY CHECKLIST: “F” - RISK MANAGEMENT

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

- March 5: Hazing Prevention [Risk Management Webinar](#)
- August 15: Risk Management Assessment Calculator Available
- September 5: Risk Management Assessment Calculator Due
- September 25: Hazing Prevention [Risk Management Webinar](#)
- September 25: Parent & Guardian [Informational Webinar](#)
- Ongoing: Submit either hard copy [Signed Risk Management Policy](#) to headquarters@deltachi.org or submit electronic [DocuSign Risk Management Policy](#) after the first chapter/provisional chapter general body meeting of the Fall term.

GETTING STARTED

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

- Review the [“F” Talks Facilitation Guide](#) and began to work with the Associate Member Counselor on a meeting schedule.
- Review the North-American Interfraternity Conference (NIC) [Alcohol & Other Drug Guidelines](#) and [Health & Safety Resources](#).
- Register to attend your [Regional Leadership Academy](#) in January.
- Complete the Preparing to be an Officer, Cultural Competency, and the “F” Onboarding modules, found in the myDCHI Learning Management System.
- Schedule a transition meeting with the outgoing “F.”
- Introduce yourself to important contacts, such as: ABT Risk Management Advisor, Housing Corporation (if applicable), your [Regent](#), International Headquarters Staff ([including your chapter coach](#)), Fraternity/Sorority Life Advisor, and Interfraternity Council (IFC) Risk Management and/or Judicial Affairs Officer.
- Review the Delta Chi Risk Management Policy, Delta Chi Law, and the “F” 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 any relevant procedures related to event planning or social event registration for the campus.
- Review your local chapter/provisional chapter Constitution and Bylaws, membership roster, Membership Experience Survey report, action plans and goals, budget, and calendar.