

# DELTA CHI

FRATERNITY

## 60 DAY CHECKLIST: RECRUITMENT CHAIR

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

- Ongoing: Work with the “C” to ensure Associate Members have registered in MyDCHI and grade verification form is submitted within 72 hours of pinning ceremony.
- Ongoing: Work with the “C” to ensure that Initiation Application is submitted two weeks prior to ceremony being held.

### GETTING STARTED

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

- Ensure you have administrative access to manage your chapter/provisional chapter’s [ChapterBuilder](#) account, free for all Delta Chi chapters.
- Explore your opportunity to become a [Certified Recruiter](#) through PhiredUp’s Digital Classroom.
- Verify that you have the most updated information for your chapter/provisional chapter’s recruitment goals set by the International Headquarters.
- Review the [North-American Interfraternity Conference \(NIC\) Standards](#) on responsible growth, and [Position Statement on Recruitment](#).
- Register to attend your [Regional Leadership Academy](#) in January.
- Complete the Preparing to be an Officer, Cultural Competency, and the Recruitment Chair Onboarding modules, found in the MyDCHI Learning Management System.
- Schedule a transition meeting with the outgoing Recruitment Chair.
- Introduce yourself to important contacts, such as: ABT Recruitment Advisor, your [Regent](#), International Headquarters Staff ([including your chapter coach](#)), Fraternity/Sorority Life Advisor, and Interfraternity Council (IFC) Recruitment Officer.
- Review the Delta Chi Risk Management Policy, Delta Chi Law, and the Recruitment Chair resources and BRIEFs.
- Get updated copies of institutional policies (including a Code of Conduct), campus academic and activity calendars, and student organization expectations - particularly related to expectations regarding recruitment events and bidding..
- Review your local chapter/provisional chapter Constitution and Bylaws, membership roster, Membership Experience Survey report, action plans and goals, budget, and calendar.