

DELTA CHI

FRATERNITY

60 DAY CHECKLIST: SOCIAL CHAIR

Congratulations on your role as the Social 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 9: Social Event Planning [Risk Management Webinar](#)
- September 4: Social Event Planning [Risk Management Webinar](#)

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 Social Chair.
- Introduce yourself to important contacts, such as: ABT Risk Management Advisor, your [Regent](#), International Headquarters Staff ([including your chapter coach](#)), Fraternity/Sorority Life Advisor, and Interfraternity Council (IFC) Health & Safety Officer.
- Review the Delta Chi Risk Management Policy, Delta Chi Law, and the Social 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 those related to social event planning or the registration of events.
- Review your local chapter/provisional chapter Constitution and Bylaws, membership roster, Membership Experience Survey report, action plans and goals, budget, and calendar.