



# DELTA CHI

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## “A” BRIEF

Updated July 2025

# WELCOME AND LEADERSHIP OVERVIEW

## INTRODUCTION AND MISSION

Welcome to your role as the “A”, or Chapter President. You have been entrusted with leading your chapter through service, stewardship, and example. This manual will guide you in fulfilling your duties while upholding the values and mission of the fraternity.

## LEADERSHIP PHILOSOPHY

- Lead with Vision
  - Develop and communicate a clear purpose for your term.
  - Engage your executive team in creating short and long term goals.
  - Use your vision to unify brothers around shared purpose.
- Empower and Delegate
  - Trust your officers and chairmen to lead within their areas.
  - Assign responsibility with clear expectations, but avoid micromanaging.
  - Offer guidance, encouragement, and accountability.
- Set the Tone
  - Your attitude and behavior shape the chapter culture. If you value punctuality, respect, or effort model it.
  - Show up prepared and take ownership of mistakes.
  - Always act with integrity especially when it's hard.
- Create Structure, Then Step Back
  - Provide a system that enables others to thrive: calendar, goals, resources, and clarity.
  - Let others shine. Leadership is not about doing everything, it's about enabling others to succeed!

## AT YOUR BEST, YOU WILL:

- Inspire trust
- Cultivate leaders
- Preserve tradition while pushing for progress.
- Leave the chapter stronger than you found it

# CHAPTER GOVERNANCE

## OFFICER STRUCTURE AND ELECTIONS

As the “A”, you must ensure the following positions are established and active as part of the Executive Board:

- “A” – President
- “B” – Vice President
- “C” – Secretary
- “D” – Treasurer
- “E” – Alumni Relations
- “F” – Sergeant-at-Arms/Risk Manager

Your chapter may also include non-lettered officers—such as the Associate Member Counselor, Scholarship Chair, or Recruitment Chair—on the Executive Board at their discretion. However, no other lettered positions may be added or removed from the Executive Board.

### KEY RESPONSIBILITIES FOR THE “A”:

- Confirm Executive Board elections are conducted annually in November.
- Ensure officer terms align with the calendar year and Fraternity programming (e.g., Regional Leadership Academy).
- Support the “B” as they conduct the formal elections process.

### COMMITTEE SYSTEM OVERSIGHT

The “A” ensures that the “B” establishes, supports, and monitors all essential committees, including those for financial management, risk, alumni, recruitment, education, scholarship, and others as deemed necessary.

Expectations Include:

- Each committee is chaired by an officer or appointed chairman.
- Each chair has an assigned ABT advisor.
- Committees meet as minimum on a biweekly basis, follow a set agenda, keep minutes, and provide regular reports.
- Chairmen are held accountable to term-based goals and operational check-ins.

The “A” is not expected to run committees or meetings directly, but must ensure:

- The “B” is fulfilling their role in establishing and supporting committee infrastructure.
- The broader officer structure aligns with fraternity expectations for governance, accountability, and sustainability.

## SELECTING AND REPORTING THE “BB” - CHAPTER ADVISOR

The “BB” - Chapter Advisor plays a crucial role in chapter success, offering mentorship, accountability, and historical perspective to officers, especially the “A”. It is your responsibility to ensure your chapter has a qualified and engaged “BB” - Chapter Advisor, and that their election or re-election is reported on time.

### KEY RESPONSIBILITIES

- Oversee the “BB” - Chapter Advisor selection or re-election process by November 1 in non-convention years.
- Ensure the “BB” - Chapter Advisor meets all Fraternity qualifications: They must be an initiated alumnus of Delta Chi and not currently serving on the Executive Committee, Board of Regents, or as a Vice Regent.
- Report the “BB” - Chapter Advisor election through the Chapter Meeting Report (submitted by the “C”) and confirm it with the “BB” Oath of Office via the Advisor Reporting Form.

# OPERATIONS AND MEETINGS

## LEADING EFFECTIVE CHAPTER MEETINGS

You are responsible for leading all chapter and executive board meetings with professionalism, structure, and purpose. Meetings should follow parliamentary procedure, use a prepared written agenda (typically drafted by the “C”), and foster a productive, inclusive environment.

### Your Responsibilities in Chapter Meetings

- Preside over weekly general body and executive board meetings
- Use Robert’s Rules of Order to maintain order, fairness, and efficiency
- Ensure the Secretary (“C”) prepares and distributes a written agenda in advance
- Facilitate clear, timely officer and committee reports
- Guide discussion on old and new business
- Uphold Fraternity ritual when applicable (e.g., formal meeting elements)

A sample template agenda and slide deck can be found under your officer resources.

## MEMBERSHIP EXPERIENCE SURVEY

The Membership Experience Survey is an annual assessment that helps both the International Fraternity and your chapter understand and improve your brotherhood. Conducted in partnership with Dyad Strategies, the survey collects feedback on chapter culture, values alignment, and member experience. Results guide Fraternity-wide improvements and provide actionable insights to help your chapter thrive.

### What you need to know as Chapter “A”:

- All active and associate members on the chapter’s roster during the time that the survey window is open should complete and submit their survey each year (typically mid February - mid March).
- The survey is anonymous, no individual responses are shared with the chapter or used punitively. IHQ only has access to who has or has not completed their survey, but cannot see individual responses.
- Strong participation helps ensure your chapter’s voice is heard and opens the opportunity to win incentives (which in the past have included things like a pop-up tent, table cover, pop-up banner, Delta Chi flag, and gift cards).

## CRISIS RESPONSE AND EMERGENCY MANAGEMENT

You play a critical role in leading the chapter during emergency situations. While the “F” oversees the chapter’s Emergency Management Plan (EMP), you are responsible for supporting its implementation, taking charge during a crisis, and being the official spokesperson when necessary.

### Your Responsibilities in an Emergency

- Know the Emergency Management Plan (EMP) and ensure it is reviewed annually with your Executive Committee and advisors.
- Take charge during any emergency if present, or designate the next officer in line.
- Coordinate closely with the “F”, your “BB” - Chapter Advisor and IHQ.
- Notify authorities and IHQ promptly and ensure incident reports are submitted within 24 hours.
- Members should not provide comments if they are contacted by any media source, the “A” is the only member that should speak to the media on behalf of the chapter.

# PARTNERSHIPS AND PROGRAMS

## CAMPUS PARTNERSHIP AND FRATERNITY/SORORITY ADVISOR ENGAGEMENT

Maintaining a strong relationship with your Fraternity/Sorosity Advisor (FSA) is essential. Your FSA is not just a requirement—they are a valuable partner, resource, and advocate for your chapter.

### Your Role:

- Meet regularly with your FSA to build trust and stay aligned on chapter priorities.
- Communicate proactively about events, concerns, and goals.
- Attend Interfraternity Council or other peer governing council meetings to represent your chapter and stay informed.

### Why It Matters:

- FSAs offer guidance, policy updates, campus support, and recruitment tools.
- A positive relationship with your FSA reflects well on your chapter.
- Partnering with your FSA ensures your chapter stays in good standing with your campus and Greek community.

## DECLARING THE CHAPTER'S DALE CARNEGIE SCHOLAR

You are responsible for selecting and declaring the chapter's Dale Carnegie Scholar annually. This scholar represents the chapter in the award-winning Delta Chi Dale Carnegie Scholars Program, which develops communication, leadership, and interpersonal skills vital for personal and professional success.

The Delta Chi Dale Carnegie Scholars Program is an exclusive leadership development opportunity. As the only fraternal partner with Dale Carnegie, the program is designed to help members cultivate confidence, improve public speaking, enhance leadership abilities, and build stronger relationships—all key competencies for future leaders.

### A Delta Chi Dale Carnegie Scholar should be:

- In good standing with their chapter and institution.
- Currently an initiated, undergraduate member of the Delta Chi Fraternity who has not already been a Dale Carnegie Scholar and will not be the chapter "A".
- Committed to growing as a leader.
- Can commit to attending their Regional Leadership Academy event in-person and their corresponding virtual introductory sessions.

## RISK MANAGEMENT WEBINARS

Annually, the Fraternity will deliver educational content on topics related to risk management. In order to ensure the chapter remains in compliance with the Fraternity's risk management policies, as the "A", you need to ensure that you attend a webinar session related to Alcohol and Substance Use.

## REGIONAL LEADERSHIP ACADEMY (RLA)

To meet minimum standards and for the chapter to remain in good standing, you are expected to attend the "A"s Academy track as part of the annual Regional Leadership Academy event in January. In addition, per Delta Chi Law, even if a chapter is ineligible to vote, they are expected to send a delegation of the required size to attend RLA. Failure to have a delegation in attendance will result in a fine set by the Board of Regents.

## **YOUR LEGACY BEGINS HERE**

Congratulations again on accepting the responsibility to lead your chapter as the “A”. This role will challenge you, stretch you, and reward you in ways that few student leadership experiences can.

Throughout your term, you will make decisions that shape the culture, direction, and success of your chapter. You will be the one who sets the tone—whether it’s at a chapter meeting, in a crisis, during recruitment, or in everyday conversations. Lead with integrity, empathy, and purpose.

Remember, you are not alone. You have an executive board, committee chairs, advisors, your Fraternity/Sorority Life office, and the Delta Chi International Headquarters all ready to support you.

You were elected to this role for a reason. Trust your instincts, own your impact, and leave the chapter better than you found it.