



# DELTA CHI

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## “B” BRIEF

Updated July 2025

Proper management and effective leadership are two essential aspects of a successful chapter. This BRIEF encompasses expectations for the composition of the Executive Board, best practices for chair positions and committees, and proper management of chapter operations. A sample chapter structure flowchart is listed at the end of this document for reference.

## THE CHAPTER EXECUTIVE BOARD

The chapter's Executive Board should consist of only the following officers:

- "A" - President
- "B" - Vice President
- "C" - Secretary
- "D" - Treasurer
- "E" - Alumni Relations
- "F" - Risk Manager

Chapters should not remove or create additional lettered positions to their Executive Board. However, chartered/provisional chapters are able to add non-lettered positions to their Executive Board (at their own discretion). The Associate Member Counselor (AMC), Scholarship Chairman, and Recruitment Chairman are commonly added to the Executive Board.

Executive Board members and chairs should serve for the calendar year (January to December), with elections being held every November. This officer term aligns with the programming that is offered by the International Headquarters (ex. Regional Leadership Academy). Executive Board Meetings should follow Robert's Rules of Order and be open for attendance by the members.

The "BB"- Chapter Advisor should serve as an ex-officio member of the Executive Board. This means they are encouraged to be present but do not have a vote.

## COMMITTEES

### PURPOSE OF COMMITTEES

Committees are essential to the structure and proper management of all chapters. Each committee should be led by an Executive Board member or chairman, and advised by a member of the Alumni Board of Trustees (ABT). The "B" oversees the creation of committees and any chair elections or appointments. Committee members may be appointed by a chairman or selected by application at the discretion of the chairman. While committees are formed at the discretion of the "B", the following committees are suggested to maximize operations:

COMMITTEE	CHAIRMAN	ADVISOR
Awards	"C"	ABT Secretary
Financial Management	"D"	ABT Treasurer or ABT Financial Advisor
Alumni Relations	"E"	ABT Alumni Relations Advisor

<b>COMMITTEE</b>	<b>CHAIRMAN</b>	<b>ADVISOR</b>
Judicial Board; Risk Management	“F”	ABT Risk Management Advisor
Recruitment	Recruitment Chair	ABT Recruitment Advisor
Associate Member Education	Associate Member Counselor	ABT Member Education Advisor
Mentor	Mentor Program Manager	ABT Member Education Advisor
Scholarship	Scholarship Chair	Faculty Advisor or ABT Scholarship Advisor
Brotherhood	Brotherhood Chair	ABT Member Education Advisor
Diversity, Equity, and Inclusion (DEI)	DEI Chair	ABT Member Education Advisor or ABT DEI Advisor
Health & Wellness	Health & Wellness Chair	ABT Member Education Advisor or ABT H&W Advisor
Philanthropy	Philanthropy Chair	ABT Philanthropy & Service Advisor
Community Service	Service Chair	ABT Philanthropy & Service Advisor
Social Events	Social Chair	ABT Risk Management Advisor
Public Relations	Public Relations Chair	ABT Member Education Advisor or ABT PR Advisor

### COMMITTEE LEADERSHIP

Three to five members per committee is recommended. The Chairman of the committee should delegate specific responsibilities to each committee member. Each committee should set goals for the term (semester/quarter). The “B” should run a committee chairman meeting every other week and should schedule check-ins with individual chairmen in the alternate weeks. Additional check-ins are encouraged based upon the discretion of the “B,” or if the committee has events or other activities that require more frequent meetings or check-ins.

### CHAIR APPOINTMENT PROCESS

All committee meetings should follow Robert’s Rules of Order and committee members should have their own communication medium (ex. group text/group messaging app). It is encouraged that committees should meet once every other week to develop plans, discuss goals, and track progress. Each committee meeting should have an agenda that is

sent to the attendees prior to the beginning of the meeting. The meeting should then follow that agenda to ensure that the members stay on track, and meeting minutes are to be distributed after the meeting occurs. Chairmen should give reports during regular chartered/provisional chapter meetings to give updates on their activities.

## **OFFICER TRANSITIONS**

Chapters should follow the process set forth in Officer Elections and Transitions BRIEF when electing or appointing new officers and chair positions.

In the period following elections, outgoing and incoming officers will be expected to meet with their respective officers and complete a transition process with them in order to maintain continuity of the Executive Board functionality, following the process outlined in the One-on-One Officer Transition BRIEF.

### **INCOMING OFFICERS SHOULD:**

- Review position description of their elected role.
- Complete the officer onboarding module for their respective role on MyDChi (if available).
- Register for the yearly Regional Leadership Academy (RLA), if required to attend or a track is available for their role.

### **OUTGOING OFFICERS SHOULD:**

- Prepare comprehensive transition materials (i.e. notes/documents/past goals).
- Meet one on one with the incoming officer for their role.

## **OFFICER RETREAT**

### **PURPOSE OF THE RETREAT**

An Officer Retreat can occur shortly after the election of a new executive board and the appointment or election of new chairmen (elections should be held in November, with a transition retreat typically held in December or January), or shortly after officers return from attending their Regional Leadership Academy (RLA). The purpose of the Officer Retreat is to assess the status of the chartered/provisional chapter and set future direction, and should follow the outline as listed in the Officer Retreats BRIEF. The retreat should be planned by the “A” with the help of the rest of the Executive Board.

### **SUGGESTED ACTIVITIES**

Each officer should also set goals for themselves and the areas they oversee, or revisit any goals or plans that they made during RLA. The Executive Board may also set goals for the chapter as a whole, or revisit any learning or action plans made during RLA, including their chartered/provisional chapter Membership Experience Survey report. A developmental activity that encourages camaraderie amongst the executive board members is suggested. More specific details and guides can be found in the Officer Retreats BRIEF.

### **Advisor Involvement**

It is also recommended that the “BB” - Chapter Advisor attend the Officer Retreat to support and guide the meeting and conversation.

## CHAPTER MEETINGS

Regular meetings of the chapter should be held at a standard time each week. The “C” should make agendas for all general body meetings to be shared with members prior to the meeting (a sample agenda can be found with the “A” resources), and distribute meeting minutes to members after every chapter meeting. The “A” should lead chapter executive board and general body meetings using parliamentary procedures. Chapters may use slide decks to keep meetings focused and visually organized (a template slide deck is also available in the “A” resources).

Associate Members should attend general body meetings and be able to vote on chapter business, in addition to completing their own In the Bond: Delta Chi Associate Member Education and Onboarding program requirements.

## BYLAWS

A successful chapter must have structure, accountability, and policies. Bylaws are essential to setting the standard for members. Chapter bylaws should outline expectations for members, accountability and judicial procedures, and local policies or processes, (ex. elections timeline, specific campus student organization deadlines, etc.).

For additional reference, contact Delta Chi IHQ for a template or ideas. When updates or revisions are needed, the “B” should form and be the chairman of a bylaws committee.

## TRAINING EXPECTATIONS

### 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 “B”, you need to ensure that you attend a webinar session related to Alcohol and Substance Use.

### REGIONAL LEADERSHIP ACADEMY (RLA)

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.

## EXAMPLE CHAPTER STRUCTURE

