



FROM DELTA CHI LAW:

- Exercise the powers usually exercised by the corresponding secretary of an organization.
- Keep a record of all information obtainable concerning the alumni of his own chapter, their occupations, and addresses.
- Forward to the Headquarters Office twice each year all information that he may have received concerning the alumni of the chapter.
- Prepare for each issue of the *Quarterly* material requested for publication therein.
- Perform such additional duties of the office of “E” as are set forth in Fraternity publications.

WHAT DOES THAT ACTUALLY MEAN?

ALUMNI RELATIONS

- Serve as the primary and ongoing contact for chapter alumni.
- Produce an alumni newsletter utilizing the Alumni Newsletter BRIEF for guidance.
- Submit Campus Scene by May 1 and November 1 of each year for publication in Delta Chi magazine, the *Quarterly*.
- Serve as a point of contact as well as plan applicable alumni functions (ex. homecoming, Founders’ Day, chapter anniversaries, etc.).
- Coordinate with local Alumni Chapters when appropriate.
- Facilitate correspondence with alumni (ex. event invitations, newsletter distribution, thank you notes, notification of Ritual or Initiation ceremony, etc.).
- Maintain an up-to-date mailing/contact list, including all alumni, utilizing the Delta Chi Mass Member Information request form.
- Work with the AMC to facilitate and contact alumni for the Leadership in Action panel during the In the Bond program.
- Promote alumni initiations and the Alumni Rededication Ceremony once a year.
- Develop a relationship with the campus Alumni Association office.
- Promote Senior Send Off form submissions to graduating members once a year.
- Nominate chapter advisors for Delta Chi awards and recognition, such as Outstanding Chapter Advisor, Outstanding Alumni Board of Trustees, or Meritorious Service Award.
- Nominate chapter alumni for international Delta Chi awards and recognition, such as Distinguished Delta Chi and Delta Chi of the Year.

FRATERNITY PROCESSES

- Chair the Alumni Relations Committee and meet regularly with the ABT Alumni Relations Advisor.
- Meet with an appropriate Interfraternity Council or other campus governing council peer officer as needed.
- Attend the annual Officer Transition/Executive Board Retreat and Chapter Retreat.
- Work with fellow chapter executive board officers to develop and execute action plans for the chapter.
- Prepare and organize transition materials for your position and save all materials to an online cloud/database prior to transition.
- Attend the January Regional Leadership Academy event, and complete the “E” officer onboarding module in the Learning Management System prior to on site arrival.
- Attend applicable risk management webinars.