

## **FROM DELTA CHI LAW:**

- Reasonably enforce all directives of the “A”.
- Exercise the powers usually exercised by the sergeant-of-arms of an organization.
- Perform such additional duties of the office of “F” as set forth in Fraternity publications.

## **WHAT DOES THAT ACTUALLY MEAN?**

### **RISK MANAGEMENT AND CRISIS RESPONSE**

- Assist the “A” with crisis response, following the procedures outlined in the Emergency Management BRIEF.
- Read, understand, and be able to explain the Delta Chi Risk Management Policy.
- Ensure that the Risk Management Policy is followed at any and all Delta Chi events and activities.
- Review the Delta Chi Risk Management Policy each academic term with all members of the chapter.
- Work with the Social Chair to execute events that adhere to the Delta Chi Risk Management Policy, the Social Event Planning BRIEF, Delta Chi’s values, and the policies of the host institution.
- Oversee the security of the chapter facility (if applicable) in conjunction with the House Manager.

### **GENERAL DUTIES AND RESPONSIBILITIES**

- Understand parliamentary procedures and act as the Parliamentarian during chapter executive board and general body meetings.
- Coordinate Initiation with the “A”, ensuring ritual materials are properly cared for, securely stored, and that all necessary materials are on hand prior to Initiation.
- Chair the Judicial Board and monitor the conduct of members, holding them accountable to the standards and expectations of membership as needed.
- Chair the Risk Management Committee and meet regularly with the ABT Risk Management Advisor.
- Meet with the Interfraternity Council Risk Management and/or Judicial Affairs officer 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 “F” officer onboarding module in the Learning Management System prior to on site arrival.
- Support member completion of the annual Membership Experience Survey.
- Support the submission of the Mid-Year Chapter Operations Assessment and the Chapter Operations Assessment and International Headquarters Awards submissions.
- Attend applicable risk management webinars.