

## **OFFICER DUTIES**

### **COMMUNITY SERVICE OVERSIGHT**

- Develop a partnership with a local service agency and serve as the primary contact between the chapter and that agency.
- Create and facilitate volunteer opportunities for members to complete service hours.
- Collect, track, and report completed member service hours using appropriate methods to the Interfraternity Council (IFC) and campus.
- Report service hours to the International Headquarters through the submission of the Community Service Hours Submission Form.
- Create and maintain a list of service event ideas and opportunities and publicize opportunities to members.
- Plan, coordinate, and implement Delta Chi's annual Week of Service events, occurring the week prior to Delta Chi's Founders' Day.
- Collaborate with the Associate Member Counselor to organize service activities with Associate Members as appropriate.
- Develop partnerships with your campus Community Service office and relevant student organizations (ex. Volunteer Services Office, Community Engagement Office, service-oriented fraternal groups, etc.).
- Engage members in conversations about the importance of service in the Delta Chi experience.

### **GENERAL DUTIES AND RESPONSIBILITIES**

- Chair the Community Service Committee and meet regularly with the ABT Philanthropy and Service Advisor.
- Meet with the Interfraternity Council Community Relations 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.