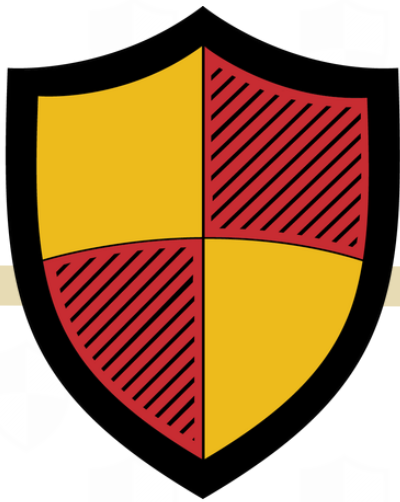




DELTA CHI

“E” BRIEF

Updated August 2026

WELCOME AND LEADERSHIP OVERVIEW

Welcome to your role as the “E”, focused on alumni and family relations. Your role is critical to connect the past, present, and future of your chapter and maintain your chapter’s legacy through connection with alumni. This role will require you to lean into leadership built on connection, cultivate lifelong bonds, and spend time celebrating and spotlighting your members.

KEY RESPONSIBILITIES

- Request and maintain alumni contact list from Delta Chi IHQ using the [Mass Member Information](#) request form.
- Produce a minimum of two (2) newsletters annually
- Submit the [Campus Scene Form](#) to highlight the chapter in the *Quarterly*
- Plan and execute alumni events (Homecoming, Founders Day, chapter anniversaries)
- Promote and support alumni and volunteer recognition
- Chair the Alumni Relations Committee
- Coordinate with the AMC for alumni participation for the *In the Bond: Associate Member Education and Onboarding* program
- Promote alumni initiations and the Alumni Rededication Ceremony
- Support graduating seniors in completing the Senior Send Off Form
- Attend RLA and complete officer onboarding modules prior to getting on site

IMPORTANT DATES

Deadlines should be of the utmost importance to the “E”. Below are the some important dates that information should be submitted or updated:

- **April 1:** Deadline for Spring term graduates to submit [Senior Send Off](#) Form
- **April 1:** Delta Chi [Award Applications](#) open
- **April 18 - April 24:** National Volunteer Appreciation Week
- **May 1:** Campus Scene due for inclusion in summer edition of the *Quarterly*
- **June 1:** Applications open to serve on Delta Chi [International Committees](#)
- **November 1:** Campus Scene due for inclusion in winter edition of the *Quarterly*

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 “E”, you need to ensure that you attend a webinar session related to Social Event Planning.

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. This event occurs every January, and dates will vary depending on your specific region.

ALUMNI/FAMILY COMMUNICATION AND NEWSLETTERS

Consistent communication builds trust and support with your alumni and the family and caretakers of your members. As the “E” you should collaborate with the Public Relations Chair to create newsletters to distribute to your alumni and the family of your members. You should reference the Alumni Newsletter BRIEF for full details of this process, including sample content ideas, recommendations on distribution timing, and some feature highlights.

Consistent newsletters are important to maintain, and sharing them through a variety of channels such as email, social media, and physical mail is essential for reaching alumni across multiple generations and ensuring your message reaches its intended audience.

Finally, many alumni regularly read and review the fraternity’s magazine, the *Quarterly*. As the “E”, you are directly responsible for ensuring that your chapter is included in the magazine’s content, by completing the [Campus Scene](#) form, a short write-up and photos of your chapter’s accomplishments, twice a year by the May 1 and November 1 deadlines.

EVENT PLANNING

As the “E”, you will take on some event planning responsibilities related to alumni engagement events. For full details, read the Alumni Engagement BRIEF. At the most basic form, you should be helping to coordinate and connect with alumni at University programs and events like Homecoming, inviting alumni to participate in the fraternity’s Founders’ Day activities in October or any events around a chapter-specific founding date, and making sure that alumni are aware of and invited to attend Initiation.

You should also look to help coordinate the Alumni Rededication Ceremony, in partnership with your advisors and a local Alumni Chapter if one is nearby, to help members within six months of graduation and any alumni who have not already participated in the ceremony make the connection to Delta Chi being a lifelong commitment. In addition, you may seek to nominate local and eligible individuals for Alumni Initiation.

YOUR LEGACY BEGINS HERE

Congratulations again on accepting the responsibility to lead your chapter as the “E”. You have many opportunities to build connections within the chapter and help members recognize that involvement in Delta Chi is not just a college experience, but a lifelong commitment.

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