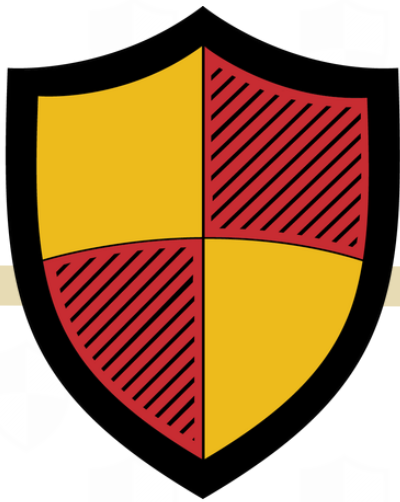




DELTA CHI

SOCIAL CHAIR

BRIEF

Updated August 2026

WELCOME AND LEADERSHIP OVERVIEW

Welcome to your new role as Social Chair! You're stepping into a position that will impact chapter morale and its reputation through the coordination of safe and engaging events. Well-run social events contribute to building brotherhood, improve engagement and connection with guests and members, and can significantly influence how the chapter is viewed on campus - both positively and negatively.

Events that you plan should reflect Delta Chi's values, prioritize safety and risk management, and be an inclusive space of enjoyment.

KEY RESPONSIBILITIES

- Plan and coordinate social events and activities (ex. formal, tailgates, date party, etc.)
- Ensure all events meet Delta Chi, campus, and legal requirements
- Manage logistics: venue, guest list, food/beverage, contracts, event monitors, etc.
- Educate members on event expectations and risk management policies
- Collaborate with the "F" to submit event registrations as required by your campus

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 Social Chair, you need to ensure that you attend a webinar session related to Social Event Planning. [See the 2026-2027 schedule here.](#)

SOCIAL EVENT PLANNING PROCESS

All events you plan and coordinate should follow the Social Event Planning BRIEF. You may also need to connect with your campus Fraternity/Sorority Advisor to ensure that you also adhere to any campus policies related to event registrations, permits, or other needs. When in doubt, submit a registration or connect with the Director of Member Safety at IHQ, who serves as your Officer Success Manager.

Considerations for events:

- **Event Type:** BYOB, Third-Party Vendor, Dry/Alcohol-Free, and/or Overnight
- **Logistics:** Venue, transportation, food/beverage, music, and theme
- **Guest List and Check-In:**
 - Comply with guest ratio and campus rules
 - Secure entrance/check-in for pre-registered guests only
- **Event monitors:**
 - Sober, trained, and clearly identifiable
 - Role is to manage the entrance, observe guest conduct, and respond or call for help in the event of an emergency.
- **Emergency Management Plan (EMP):** Coordinate with the "F" to review the EMP and ensure members are aware of expectations (ex. fire drills)

CONTRACTS AND LIABILITY REMINDERS

Any contracts for venues, transportation, or vendors must be signed only by approved chapter officers or advisors, and include insurance or indemnification clauses where appropriate. Never sign a contract without advisor review and approval.

BALANCING YOUR EVENT CALENDAR

While many social events include alcohol, chapters are strongly encouraged to also plan inclusive, non-alcoholic events throughout the year. These can build brotherhood and campus relationships in a more accessible and less risky environment.

You can work with the Brotherhood Chair or other officers to plan and coordinate members-only events, or invite guests for these programs. Think: trivia nights, late-night breakfast socials, game watch parties, or campus/community collaborations. Great Social Chairs plan for a wide variety of experience, not just the next formal.

OFFICER AND CAMPUS COLLABORATION HIGHLIGHTS

As the Social Chair, you should work with a committee to help plan and coordinate your events. You'll need to recruit reliable, creative, and organized members to assist. Hold regular meetings to brainstorm themes and ideas, discuss lessons learned from previous events, and divide responsibilities for setup, decoration, and clean-up.

You'll typically work with the following key positions within the chapter:

- **"F"**: Your primary partner in all event planning needs, who will help keep you focused on risk management and accountability.
- **"A"**: The final approver for all events and contracts, and someone who needs to stay in the loop for large-scale or high-visibility activities.
- **"D"**: Works with you on event budgets, reimbursements, and vendor payments.
- **ABT Risk Management Advisor**: Review venue or vendor contracts, and may be involved in connecting you with new event planning ideas.
- **Interfraternity Council**: Review their bylaws for any council specific requirements for events, including registration or frequency.
- **Fraternity/Sorority Advisor**: Use them as a resource to help with any deadlines or campus requirements about social event registration.