



FROM DELTA CHI LAW:

- Exercise the powers usually exercised by the secretary of an organization.
- Keep and record accurate minutes of each meeting of the chapter.
- Send to the Headquarters Office within three (3) days after each chapter meeting, a report of such meeting on the uniform blanks provided by the Headquarters Office giving a full and accurate account of the proceedings of the chapter since the last report.
- Register on the Personnel Record Form provided by the Headquarters Office the full name, class, age, and residence of each initiate and maintain such forms in the permanent records of the chapter.
- Transmit prior to such initiation a copy of such data to the Headquarters Office on the said Personnel Record Forms.
- Conduct the official correspondence of the chapter.
- Keep and preserve all records, books, documents, and archives of the chapter.
- Report to the Headquarters Office by October 15 and February 15 of each year and on forms provided by the Headquarters Office, the name of each member of the chapter who was registered in college.
- Perform such additional duties of the office of “C” as are set forth in Fraternity publications.

WHAT DOES THAT ACTUALLY MEAN?

EACH WEEK:

- Submit the Chapter Meeting Report (CMR) form within three (3) days of every meeting.
- Prepare and distribute agendas for all executive board and general body meetings.

EACH ACADEMIC TERM:

- Add each Associate Member to the chapter's roster via MyDChi within three (3) days of an Associate Member Ceremony being held.
- Submit the Initiation Application for approval a minimum of two (2) weeks prior to a ceremony being held.
- Update membership statuses and the roster of members via MyDChi by October 14, February 14, and June 30, including inactive status or removal of graduated members.
- Provide the results of any officer elections to the campus Fraternity/Sorority Advisor, Interfraternity Council, "BB" - Chapter Advisor, Alumni Board of Trustees (ABT), Housing Corporation (if applicable), and International Headquarters Office.

ANNUALLY:

- Chair the Awards Committee and meet regularly with your ABT Advisor.
- Meet with the Interfraternity Council Secretary or other campus governing council peer officer as needed.
- Provide the results of any officer elections to the campus Fraternity/Sorority Advisor, Interfraternity Council, "BB" - Chapter Advisor, Alumni Board of Trustees (ABT), Housing Corporation (if applicable), and International Headquarters Office.
- Keep and preserve all records, books, documents, and archives of the chapter.
- 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 Regional Leadership Academy event, and complete the “C” 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.