

OFFICER DUTIES

MENTOR PROGRAM OVERSIGHT

- Implement the standardized [Mentor Program](#) from the International Headquarters, including the use of facilitation guides and the Mentor Training workbook.
- Oversee the application, selection, and notification of new mentors, ensuring that all selected mentors meet eligibility criteria.
- Provide a training session schedule for newly selected mentors.
- Plan and implement regular mentor committee meetings to discuss mentor and member needs through the achievement of personal development plans.
- Identify and provide regular mentor professional development opportunities during committee meetings.
- Support the allocation of mentor group assignments and oversee or suggest reassignment of member groups as mentors move on from their role (ex. graduation).
- Work with the Brotherhood Chair in the promotion of a greater sense of belonging and support within the chapter, and to promote campus programs and activities that connect to member personal development plans.
- Ensure the experience of every member aligns with the Delta Chi Risk Management Policy, particularly regarding the prohibition of hazing.

GENERAL DUTIES AND RESPONSIBILITIES

- Chair the Mentor Committee and meet regularly with the ABT Member Education Advisor.
- Meet with the Interfraternity Council Brotherhood or Programming 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.