

OFFICER DUTIES

FUNDRAISING OVERSIGHT

- Educate members and event participants about the Fraternity's philanthropic partner, the V Foundation for Cancer Research.
- Plan, schedule, and execute the chapter's philanthropic and fundraising efforts and events, including participation in the [Delta Chi Bracket Challenge](#) event.
- Utilize CrowdChange, the fraternity's fundraising platform, available for all chapters at no cost, to manage philanthropic fundraising efforts.
- Promote member participation in both Greek & non-Greek organization and campus philanthropic events and fundraisers.
- Establish relationships with various fundraising offices and student organizations on campus (ex. University Advancement Office, student philanthropy organization, Dance Marathon, etc.).
- Ensure a safe and respectful environment for all philanthropic activities following Delta Chi's risk management policies.
- Collaborate with the "B" to schedule chapter philanthropic events.
- Record dollars raised for each event and report these figures to the International Headquarters, the University, and other relevant parties, following any campus procedures for reporting as needed.
- Ensure that all donors receive proper acknowledgment for their contributions to an event or initiative.

GENERAL DUTIES AND RESPONSIBILITIES

- Chair the Philanthropy 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.