

OFFICER DUTIES

EVENT PLANNING RESPONSIBILITIES

- Read, understand and be able to explain the [Delta Chi Risk Management Policy](#), ensuring that it is followed at any and all Delta Chi social events and activities.
- Work with the “F” to execute events that adhere to the Delta Chi Risk Management Policies, Social Event Planning BRIEF, Delta Chi values, and policies of the host institution.
- Follow and adhere to any campus social event registration or event policies.

GENERAL DUTIES AND RESPONSIBILITIES

- Chair the Social Committee and meet regularly with the ABT Risk Management Advisor.
- Meet with the Interfraternity Council Health and Safety 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.
- Attend applicable risk management webinars.