

CHAPTER PRESIDENT OFFICER RESPONSIBILITY SHEET

- _____ Hold weekly executive board meetings and chair those meetings.
- _____ Distribute mail from Headquarters to appropriate officers.
- _____ Communicate with Chapter Advisor weekly.
- _____ Organize and implement a Strategic Planning Retreat at least once a year.
- _____ Organize and implement an Officer Training Retreat to occur within four weeks of officer elections.
- _____ Ensure that Form C145, Collegiate Awards Handbook, is completed and submitted to Headquarters no later than March 1.
- _____ Preside at all chapter meetings (using *Robert's Rules of Order*), ceremonies, and functions of the chapter.
- _____ Serve as ex-officio member of all chapter boards and committees.
- _____ Represent the chapter at Convention, national leadership programs, and province gatherings.
- _____ Train your successor.
- _____ Oversee the overall management and direction of the chapter.
- _____ See that chapter has functioning boards and a functioning committee structure.
- _____ Keep needed information – such as CRSB minutes, CRIB issues, and internal correspondence – CONFIDENTIAL.
- _____ Educate chapter members about emergency procedures, these should be kept in the Risk Management Binder.
- _____ Ensure proper execution of officer elections and implementation of the Nominating Committee.
- _____ Understand the role and responsibilities of each chapter officer, as well as the role and responsibility of the Executive Board. Retain a copy of each Officer Responsibility Sheet.
- _____ Work with Chapter Advisor and Advisory Board to ensure that all officers execute responsibilities. Supply officers with Advisory Board contact information, and vice versa. Use Advisory Board members to maintain officer accountability.
- _____ Review and enforce the *Governing Documents and Policies of Alpha Chi Omega Fraternity*, the chapter bylaws, house rules, etc.
- _____ Present a positive image to the chapter at meetings, Strategic Planning Retreats, Recruitment functions, Ritual events, and other all-chapter events.

- _____ Present a positive image to alumnae, Panhellenic, the university and the community.
- _____ Communicate with college or university personnel supporting the fraternity and sorority community on a regular basis.
- _____ Be aware of due dates for forms due through Lyre Links.