

PROPOSED
Assistant Executive Director
Position Description

Chapter Visitation Program:

- Serve as the immediate supervisor for the Leadership Consultants
- Coordinate the training schedule
- Schedule the chapter/colony visits
- Provide feedback and evaluation related to the consultants job performance
- Recommend and implement improvements in the field staff operation of the Fraternity
- Recommend potential candidates and encourage the current Leadership Consultant staff to do the same
- Organize the interviews for potential candidates

Expansion:

- Oversee the Fraternity's expansion policies and goals
- Visit expansions to assist in the organizational process
- Represent the Fraternity for both official and unofficial expansion presentations
- Attend conferences that allow for the opportunity to interact with university and other interfraternal leaders to develop/maintain healthy relationships.

Educational Programming:

- Supervise the design and organization of new education and promotional materials for the Fraternity
- Through attendance at conferences and other fraternity related events, gather information that is considered the "hot topics" for fraternities and inform Delta Chi (staff, undergraduates, alumni, and volunteers) on how these issues can affect the Fraternity.
- Write and edit the monthly newsletter (InBRIEF)
- Oversee the revisions and creation of the BRIEFS.

Marketing & Supplies:

- Evaluate the items that are offered by approved vendors to determine whether or not they are acceptable to be used with Delta Chi's trademarks.
- Contact those vendors that we have been made aware are using Delta Chi's name, logo, or likeness without the approval of Delta Chi and Greek Properties Inc.
- With the assistance of the support staff, ensure that all supplies are ordered, available and properly maintained.

Meeting Planning:

- Coordinate the Senator Henry M. Jackson Leadership College including sight location, publicity materials, guest presenters, meal arrangements, etc.
- Recommend hotel properties for the International Conventions as directed by the Board of Regents.
- Serve as the Convention Coordinator of the 1998 Convention.

Other Responsibilities:

- Oversee the Fraternity's Awards Program including the application, review, selection of programming winners and recommendation of composite winners.
- Work with the Regional Officers and the host chapters in planning, providing assistance and the overall organization of the Regional Leadership Conferences.
- Responsible for the distribution of chartering petitions. Also evaluate petitions and recommend changes or express concerns to the "CC" and executive committee.
- Assist the Executive Director when necessary with issues related to public relations and external constituencies (i.e. parents, crisis situations, university officials, other fraternity headquarters, etc.)
- Working with the Executive Director, assist in the development of the Fraternity's budget and have a full understanding of this aspect of the Fraternity's operation.
- Other duties as assigned