

Director of Chapter Development

Job Description

Administrative Responsibilities

- Represent Delta Chi with FIPG, Inc. and ensure our compliance with their procedures, as well as provide our position on policy matters.
- Execute verification reports for FIPG, Inc. and FRMT, Ltd. documenting Delta Chi's risk management efforts in accordance with our responsibility as a member of those organizations.
- Interact with FRMT, Ltd. and Kirklin & Co. when potential liability exposures are reported.
- Respond to legal matters arising from insurance claims and work with legal professionals to represent Delta Chi's interests. Compile information and prepare answers to interrogatories.
- Remain informed on issues challenging the Greek system in the areas of risk management, chapter safety and minimum standards.
- Serve as a representative of Delta Chi at represented campuses, interfraternal meetings and conferences (i.e., UIFI, SEIFC, WRGC, MGCA, NIC/AFA, FEA.)
- Train and update Leadership Consultants on Chapter Development issues, and prepare them to deal with Chapter situations.
- Work with chapters and Kirklin & Co. to secure "special event" or additional named insured coverage for chapters (e.g. for permission to use a facility for ritual or for a philanthropy event.)

Risk Management Education

- Educate all (associate, undergraduate, alumnus) members on risk management policy and procedure through preparation of written material (*InBrief*, Quarterly, General Letters, *Risk Management Manual*, BRIEFs.)
- Coordinate with Risk Management Commission Chairman and Delta Chi Legal Advisor to clarify and interpret risk management policy, and answer other ongoing risk management questions by telephone calls, Email, letter and fax.
- Develop risk management educational programs for chapters.
- Travel to represented campuses and conduct risk management presentations for chapters and/or Greek systems.

Risk Management Enforcement

- Respond to Chapter incidents and initiate fair and thorough investigation procedures where appropriate.
- Coordinate efforts with the respective University to preserve Delta Chi's interests.
- Ensure that all procedures outlined in Delta Chi Law are handled in a timely manner.
- Manage Chapters that are on various levels of Corrective Action and verify that the requirements of such are met on a timely basis.
- Produce a bi-weekly *Risk Management Update* for members of the BOR outlining the status of risk management probation chapters.
- Where appropriate, initiate and coordinate adjudication procedures through the Risk Management Commission (RMC) per Delta Chi Law.

- Serve as liaison between the Fraternity and Work with RMC Chairman to determine rotation of members, protocols, etc.
- Perform Secretarial duties for the RMC. Distribute necessary information to Commission members, coordinate conference calls, and produce final reports and recommendations.

Minimum Standards

- Enforce the provisions of Delta Chi Law outlining minimum standards and good standing.
- Compile and verify academic, membership, attendance and alumni statistics, and dispatch appropriate correspondence.
- Monitor the progress of Chapters that are presently not in good standing.
- Provide the Office Manager with reports of Chapters "in good standing" to assist in the determination of eligibility to vote at Conventions, Regional Conferences and on General Motions.

Financial Probation

- Monitor aged accounts receivable reports to target chapters/colonies with potential problems.
- Coordinate correspondence with delinquent chapters and colonies reminding them to bring their account payable to Delta Chi current.
- Enforce the provisions of Delta Chi Law pertaining to Financial Probation.
- Assist "DD" in the development, implementation and execution of debt elimination plans.
- Where appropriate and practicable, assist chapters and colonies in the process of collection past due debt from members, (i.e., assistance in the initiation of promissory notes, small-claims court proceedings and expulsion procedures.)

Expulsions

- Advise chapters prior to and during expulsion efforts, and manage expulsion procedures after a chapter has expelled a member.
- Manage expulsion procedures as directed by the Board of Regents.

Conservatorship/Reorganization

- Travel to troubled chapters and initiate reorganization efforts.
- Conduct interventions and membership reviews.
- Represent the Fraternity with the University and other various publics as becomes necessary through meetings, statements and press releases.
- Evaluate chapter situations and make recommendations to the Executive Committee.
- Assist in the reestablishment of normal operations (specifically, financial management, membership education, risk management procedure and alumni involvement) immediately following an intervention.
- Provide support and guidance to ongoing Conservatorships. Remain as a source of advice and verify the progress of the Conservatorship. Provide Executive Committee with updates and recommendations.