

## Job Description

### Executive Director

#### The Delta Chi Fraternity, Inc.

The "Job Description" is to provide a list of responsibilities of the Executive Director. This detailed job description and delineation of obligations and benefits is a must if a mutual understanding and a positive working relationship is to be maintained over time. The Executive Director of The Delta Chi Fraternity, Inc. will direct a staff in conducting the business of Delta Chi which shall include providing services to chapters and to alumni, publishing a magazine, raising funds, organizing meetings and managing physical and financial resources.

The Executive Director shall report to the Executive Committee and, then to the Board of Regents. The Executive Director will faithfully execute and maintain a high standard of ethical and moral conduct and faithfully carry out the policies of Delta Chi in accordance with Delta Chi Law. The "Job Description" shall be changed and modified with recommendation from the Executive Committee. The "Job Description" is limited in scope and does not include all of the responsibilities of the Executive Director; the purpose of the "Job Description" is to provide a guideline for the Executive Director to carry out his responsibilities.

#### **Executive Director Responsibilities:**

##### **The Executive Director shall:**

##### **General Administration**

1. Responsible for the day-to-day management of the Delta Chi office, including telephone calls, correspondence (mail and e-mail), collection and disbursement of Delta Chi funds and personnel management.
2. Develop procedures and programs to implement the general policies established by the Board of Regents of The Delta Chi Fraternity, Inc.
3. Establish a sound organizational structure of the Delta Chi staff.
4. Maintain all files, legal and historical documents, membership and mailing lists.
5. Select, employ, and train or direct training of all personnel required to fulfill purposes of Delta Chi, including clerical, secretarial, leadership consultants, full time staff directors, and other professional persons.
6. Supervise and evaluate daily work of personnel, and prepare and present annual evaluation of personnel to the Executive Committee.
7. Develop and maintain means for conducting research and utilizing it to meet members' needs and expectations, to efficiently use Delta Chi's resources, to continually improve on the management of Delta Chi.

8. Coordinate Fraternity programs and policies with house corporations, alumni associations, "BB"s, and Regents.
9. Work to expand the involvement of alumni members in the Fraternity.
10. Prior to August 1<sup>st</sup>, of each calendar year, the Executive Director shall submit a written report of objectives which shall be subject to the approval of the Executive Committee.
11. Maintain a major medical insurance policy for the full time employees of Delta Chi at the lowest costs available for the quality of program deemed appropriate by the Executive Committee.

#### Duties to The Board of Regents and The Executive Committee

1. Keep the Executive Committee informed on the condition of Delta Chi activities, finances, media relations, and Delta Chi Educational Foundation activities and programs.
2. Plan, with the Executive Committee, the schedule of board meetings and makes necessary arrangements for meeting room, meals, and related meeting arrangements.
3. Distribute agenda and background information to board members in advance of meetings.
4. Provide similar administrative support to activities and meetings of the Delta Chi Executive Committee and/or Board of Regents. Attend board meetings and participate as a non-voting member of the board.
5. Execute the decisions of the Executive Committee and/or Board of Regents, except when other assignment is specifically made by the board.
6. Plan, formulate and recommend for the approval of the board basic policies and programs which will further the objectives of Delta Chi.
7. Complete general responsibilities as may be delegated by the Executive Committee and/or Board of Regents of Delta Chi.

#### Duties Regarding Communications/Media Relations

1. As directed by the Executive Committee or Board of Regents, the Executive Director shall plan and execute all communications to the general membership, including newsletters and promotional materials.
2. Write and/or solicit articles and announcements from members, chapters, alumni, (etc.) for the Delta Chi Quarterly and all other publications: edits, prepares and distributes publications to the membership and designated recipients.
3. Promote interest and active participation in Delta Chi activities among the membership. Sponsor regional meetings of alumni for purposes of creating good relations and improved communications.

4. Maintain effective relationships with other organizations – both public and private, and general business related – and promotes Delta Chi, its members, mission and objectives.
5. Maintain mailing lists and contact with the print and broadcast media; distribute appropriate press releases, photographs and announcements to promote activities, positions and public image of Delta Chi and its members.
6. Respond to media requests for information.
7. Maintain effective communications with all chapters and undergraduate members.
8. Ensure that appropriate services are provided to undergraduate chapters in a timely and effective manner.
9. Communicate with administrators at all colleges and universities where Delta Chi is represented to maintain positive relations with these institutions.
10. Communicate specifically to college and university administrators Delta Chi's policies regarding sexual abuse, illegal drug use, alcohol, hazing, and other concerns; working closely with them on these issues.
11. Participate in interfraternity organizations and in meetings and activities they sponsor.
  - a. Assure that Delta Chi's risk management position is represented at F.I.P.G., Inc. meetings.
  - b. Represent Delta Chi in the FEA and accept interfraternal oriented assignments when appropriate.
  - c. Support interfraternity efforts to influence the course of legislation and regulation affecting fraternities and sororities.
  - d. Work with the interfraternity community to improve the fraternity system and to assist individual fraternities requiring assistance.
12. Make speeches, when invited, and appearances at chapters, alumni gatherings, banquets, and chartering ceremonies in addition to making presentations at Fraternity sponsored meetings.

#### Duties Regarding Finances/Budget

1. In cooperation with the Executive Committee, develop, recommend and upon approval, operate within an annual budget.
2. Insure that all funds, physical assets, and other property of Delta Chi are appropriately administered, insured, and safeguarded.
3. Comply with respect to a full annual audit on non-convention years and a partial audit during convention years; the audit is to be conducted by an independent Certified Public Accountant, or group of certified accountants, to be chosen by the Executive Committee. The audit will be conducted at the discretion and/or supervision of the Executive Committee.

4. To comply with all recommendations of an independent accountant(s) and to implement changes for more efficient financial operation of Delta Chi and all funds of Delta Chi as approved by the Executive Committee.
5. Maintain records and invoices for accounts receivable.
6. Administer staff payroll.
7. Prepare, or cause to be prepared, monthly, quarterly, and annual financial reports.
8. File, or cause to be filed, all Delta Chi tax-exempt and employee income tax and social security information and payments with appropriate government authorities.
9. Maintain records of budgets and expenditures.
10. Create and maintain an efficient financial management system, including accurate records of membership, chapter, and dues payments. The financial management system must meet the approval of the Executive Committee of the Fraternity.
11. Ensure that all financial reporting conforms to generally accepted accounting principals.
12. Work closely with members of the Investment Advisory Committee to ensure that the Fraternity's funds are invested prudently and in accordance with the investment guidelines of the Board of Regents.
13. Oversee the record keeping and reporting required by the Set Aside requirements of a 501 ( c ) 7 organization.
14. Prepare the requests and support documentation for grant proposals to the Delta Chi Educational Foundation.
15. Support the work of the Housing Committee, its loan application process and its loan portfolio.
16. Approve all expenditures.