



DELTA TAU DELTA

Chapter Leadership Checklist

To help chapter leaders prepare for the fall 2020 semester, the Fraternity suggests a 3-step approach. Each outlines best practices to complete and the member responsible for them. Please contact your chapter support coordinator with any questions.

Step 1: Learn and Clarify-

Gain information and guidance before creating the plan. Most guidance will always start with ensure you are following CDC, state, local and institutional expectations. To make sure you have the most accurate information leaders should accomplish the following:

- **Local and State Guidance:** Find local guidelines on masks, social distancing, and gathering sizes.
 - Officer responsible: president
- **Institutional Guidance:** Contact the fraternity and sorority life advisor to review institutional guidelines on masks, social distancing, gathering sizes, recruitment policies, housing and any other institutional changes due to COVID-19.
 - Officer responsible: president
- **Fraternity Guidance:** Review COVID-19 operational pages on Delts.org
 - Internal Operations – president
 - Finances – director of finance and members of the finance board
 - Recruitment – director of recruitment and recruitment committee
 - Programming – vice president, members of the administrative board, new member educator and guide
 - Risk Management – president, director of risk education and director of standards
 - Housing – shelter chairman and director of risk education

Step 2: Create a plan-

Officers should meet with each other to develop plans for the fall. First, create plans at the board/committee level. The executive board should then review the information and combine into one “master plan” for the chapter.

- **Administrative board-** Hold a meeting to discuss information learned from reviewing resources on Delts.org/COVID-19 and local/state/institutional expectations regarding COVID-19. Create a plan for the fall semester that includes:
 - How will social, brotherhood, philanthropy, etc. events be hosted? (In person, virtually, hybrid)
 - How many people will be allowed at these events?
 - If events are in person, what social distancing and mask policies will be enforced?
 - Will the chapter be decreasing the number of events held during the fall?
- **Finance board-** Hold a meeting to discuss the financial plan for the upcoming year including:
 - Changes to the chapter budget
 - Dues assessment and collection (how much will dues be this year?)
 - Any other changes to the chapters finances due to COVID-19





- **Chapter president, chapter advisor, house corporation president, director of risk management (for chapters with housing)**- Hold a meeting to discuss and prepare a plan for housing for the 2020-21 academic year that includes at least the following:
 - Plans for sanitation
 - What to do if someone in the shelter contracts COVID-19
 - Move-in logistics
 - Communication protocols

- **Recruitment committee**- Hold a meeting to discuss information learned from reviewing resources on [Delts.org](https://delts.org)/COVID-19 and other resources, as well as create an updated recruitment plan for the fall that includes:
 - Where recruitment activities will occur (in person, virtually, hybrid)
 - How the bid voting process will occur (in person, virtually, hybrid)

- **Member Development board**- Hold a meeting to discuss information learned from reviewing resources on [Delts.org](https://delts.org)/COVID-19. Create a plan that includes:
 - How will new member education be conducted (in person, virtually, hybrid)
 - How/where the new member ceremony, *Rite of Iris*, and *Ritual* ceremonies will be conducted

- **Executive board**- After all other boards have met and created their plans, hold a meeting to discuss these plans and develop one “master plan” for the chapter. Things that should be included are:
 - Where chapter, executive board, administrative board, and committee meetings will take place (in person, virtually, hybrid)
 - Finance board’s plan for dues assessment and collections.
 - Recruitment committee’s plan for fall 2020 recruitment
 - Chapter housing plan (for chapters with housing)
 - Plans for chapter events (how the chapter be hosting social, brotherhood, philanthropy, etc. events)

Step 3: Communicate the plan-

Once the “master plan” has been developed, the next step will be communicating this plan to relevant stakeholders, namely the members of the chapter.

- **Chapter president, director of communication, chapter advisor**- These three officers should work together to send an email for the executive board’s “master plan” to all initiated and new members of the chapter. The chapter president should also review this plan with the chapter at the first chapter meeting of the semester.
- **Chapter president, director of communication, house corporation president**- These three officers should work together to send an email of the chapters housing plan to all parents of initiated and new members of the chapter.

