



**DELTA TAU DELTA**

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**OFFICER TRAINING TESTS**

# PRESIDENT

## QUESTIONS

1. What officers should be on your chapter's executive committee?
2. This is the system used to report and track members and their membership status.
3. Accreditation items for the FAAR are submitted how?
4. True or False: It is inappropriate for the president to attend IFC meetings?
5. How many retreats is the president responsible for planning?
6. One of the most important things to consider when running a meeting is sticking to what?
7. The president should familiarize himself with what process for running meetings?
8. During a chapter meeting it is the role of the president to provide his opinion or facilitate discussion?
9. When should you be made aware of when the chapter consultant is visiting the chapter?
10. What leadership opportunities are provided by the Fraternity for all members? What leadership opportunity is specifically for the president?
11. When is the Fraternity Awards and Accreditation Report due?
12. Who is responsible for submitting the roster confirmation report?
13. If an emergency happens within the chapter, it is the responsibility of the president and the director of risk management to contact the chapter advisor how soon?
14. True or False: The president should have an active role in the chapter's finances.
15. It is the responsibility of the president to make sure his officers do what prior to taking office?

# VICE PRESIDENT

## QUESTIONS

1. What should be filled out prior to every administrative board meeting?
2. This is also known as the clearinghouse for all chapter activities and operations.
3. Splitting the administrative board into two committees does what?
4. While the executive board sets the vision for the chapter the administrative board has an impact on what?
5. The vice president is responsible for the Ritual in conjunction with what officer?
6. Why is the vice president on the finance board?
7. During an administrative board meeting each chairman should do what two things?
8. It is suggested the president and vice president meet how often one-on-one?
9. Who are the ex-officio members of the administrative board?
10. What should happen if an administrative board chairman is not completing the work of his position or meet his goals?
11. How far in advance should the administrative board set the chapter calendar?

# DIRECTOR ACADEMIC AFFAIRS

## QUESTIONS

1. How does the director of academic affairs, every November, report the chapter's academic status?
2. What campus average is usually a good comparative gauge as to how the chapter is doing academically?
3. If a member does not meet the chapter's academic standards after being on academic probation for a semester, what is recommended?
4. This program created to encourage consistent academic achievement and improvement.
5. True or False: It is the job of the chapter to coach or oversee that a member is studying if he is struggling with his studies.
6. The director of academic affairs should work alongside with what person?
7. Nationally the GPA minimum is a \_\_\_\_\_ on a 4.0 scale.
8. What is more important when someone does not meet the chapter's minimum GPA requirements, taking away social privileges or provide him positive support?
9. True or False: it is a constitutional requirement for a colony to charter that the chapter's GPA is above the all-male campus average.
10. Who is eligible to become a Kershner Scholar?

# GUIDE

## QUESTIONS

1. True or False: The Rite of Iris is a public ceremony that can be performed in front of students, faculty, parents and significant others?
2. A formal meeting consists of what aspects of the initiation ceremony?
3. For purposes of memorization and practice, how many copies of the Ritual can be made for the Ritual team?
4. What three guides or books in relation to Fraternity ceremonies should every chapter have?
5. How often should a formal meeting take place?
6. What members of the chapter should be present for the pledging ceremony?
7. Which is the only ritualistic ceremony memorization is not required?
8. True or False: Due to the burden of not having a place to easily set up equipment, formal meetings are not required for unhoused chapters.
9. Outside of meeting with the chapter consultant what is a duty of the Guide during the chapter consultant visit?
10. How often should Ritual equipment be inspected to ensure its proper functioning?
11. What must the Guide work with the chapter advisor or chapter consultant to complete annually for the FAAR?

# DIRECTOR OF MEMBER DEVELOPMENT

## QUESTIONS

1. What are the four programming components of The Road?
2. How are the learning objectives of The Road divided?
3. How many meetings are included in the new member program?
4. What book is the Ritual education outlined in?
5. When and where is The Road Retreat?
6. Who should serve on The Road Committee?
7. How often should The Road Committee meet?
8. What is the primary goal of The Road?

# RECRUITMENT

## QUESTIONS

1. Where does someone go to update the names list?
2. What piece of information can be linked to a potential member's profile in the chapter's names list?
3. The average Delt chapter will pledge what percentage of names on the chapter's names list? Bonus: If a chapter wants to pledge 16 men for the semester, how many names need to be on the chapter's names list?
4. True or False: A chapter should only add names of people to the names of list if they think the potential member may be interested in joining?
5. What is the NIC 5 Step model to recruitment?
6. On an expansion project the team of chapter consultants will contact the president/captain from how many student organizations?
7. True or False: A chapter only needs to participate in informal recruitment if its campus does not have a formal recruitment process?
8. The chapter should focus most of its recruitment efforts on what type of events?
9. True or False: It is acceptable for a chapter to recruit based off of what needs the chapter should fulfill?
10. This type of member is largely ignored in the chapter, marginalized by his assertive leadership style and should be avoided by recruitment chairmen?

# DIRECTOR OF RISK MANAGEMENT

## QUESTIONS

1. How far in advance of a social function should a guest list be completed?
2. Name the five areas of the Member Responsibility Guidelines.
3. The sexual assault presentation must address what four topics?
4. What document is designed to help a chapter take all necessary precautions to meet Fraternity policy when planning a social event?
5. If a campus risk management policy is different than the Member Responsibility Guidelines, which policy should the chapter follow?
6. Who is a part of the risk management team?
7. True or False: A proper guest list will have any male at a social event on the guest list prior to the event taking place.
8. What level of insurance coverage will the chapter receive if it has broken the law?
9. Name the three types of social events or parties a chapter can hold.
10. Which presentations must a chapter hold with 90% of the chapter in attendance every year?
11. What is the recommended amount of people a member of the chapter should be allowed to have as his guest at a social function?
12. After the chapter has completed all of the risk management presentations, what should be done?
13. How often should the risk management team meet?
14. In the event a chapter would need to file an accident or incident report, when should it be filed?
15. True or False: Chapters should avoid having a sober driving program.



# SERGEANT-AT-ARMS

## QUESTIONS

1. As a member of the honor board, you have the power to do what?
2. What two resources should be used in determining whether the actions and behavior of our brothers is consistent or inconsistent with the values of the Fraternity?
3. Who should make up the honor board?
4. How are the representatives on the honor board chosen?
5. Once appointed to the honor board, a member retains that position for how long?
6. How often should the honor board meet?
7. True or False: Cases of personal dispute can be heard by the honor board.
8. True or False: To provide a guilty finding, the honor board must find proof "beyond a reasonable doubt" to enforce the chapter standards.
9. What is the process for amending the bylaws?
10. What resource should the sergeant-at-arms be familiar with to help him understand the parliamentary procedure the Fraternity's chapter meetings are based off?
11. When are elections suggested to take place?
12. Describe the process for electing officers
13. A long or very important motion should be in what form to facilitate accurate recording by the secretary?
14. When a vote is by ballot who counts the votes?
15. For business to be conducted in a chapter, what must be present?

# TREASURER

## QUESTIONS

1. When are annual dues owed to the Central Office?
2. Who makes up the finance committee?
3. What information should be reported at the weekly chapter meeting?
4. What collection plan is required of all chapters by the Fraternity Bylaws?
5. True or False: The Fraternity's Constitution and Bylaws require the election of an assistant treasurer?
6. When are the Monthly Financial Reports (MFRs) due?
7. When should every chairman submit a detailed budget to the treasurer for his area of chapter operations?
8. What is the collection process for non-current members who have graduated, dropped out of school, transferred or depledged?
9. A member with an invoice later than 30 days can result in what?
10. When should the chapter budget be reviewed?
11. A chapter member is billed on the first of the month. He has not paid or filled out a promissory note by the 15th of the month. What happens?
12. How often should the finance committee meet?
13. When are the new member and initiation fees to be collected?
14. Before any member of the chapter makes a purchase with chapter funds what must he fill out?
15. True or False: Posting a list of unpaid member balances in the house/chapter meeting space or reading the names of delinquent balances is an acceptable practice.

# PHILANTHROPY AND COMMUNITY SERVICE

## QUESTIONS

1. Type-1 Diabetes is an autoimmune disease that affects the \_\_\_\_\_ and its ability to produce \_\_\_\_\_.
2. True or False: Community service chairmen should encourage members to participate in service projects that are not involved with the Fraternity.
3. Reports on the chapter's philanthropic event should be sent where?
4. The philanthropy chairman's primary goal is to raise \_\_\_\_\_ and \_\_\_\_\_ for the Delta Tau Delta national philanthropic partner, JDRF.
5. After a philanthropic event is complete chapters are encouraged to put this together and send it to local media outlets?
6. For an individual to receive a tax deduction for donating to a 501(c)3 organization, meaning they are tax exempt, then the person's check should be made out to who?
7. More than \_\_\_\_\_ % of JDRF's expenditures directly support research and research-related education.
8. To calculate the amount the chapter will donate to the charity, take the \_\_\_\_\_ and subtract \_\_\_\_\_.
9. What three items should be determined prior to planning a philanthropic event?
10. Describe the difference between community service and philanthropy.
11. To evaluate a community service event after it is over, chapters are encouraged to reach out to who to gain their insight?