

**COLLEGIATE RECRUITMENT INFORMATION CHAIR (CRIC)
OFFICER RESPONSIBILITY SHEET**

- _____ Chair the Collegiate Recruitment Information Board (CRIB)
- _____ Ensure that confidentiality is maintained. The members of CRIB should recite the Oath of Confidentiality just like CRSB.
- _____ Keep the official information file about all prospective new members
- _____ Process recruitment information forms
- _____ Verify negative information about prospective new members and make recommendations to CRIB
- _____ Keep the chapter informed about the recommendation process
- _____ Promptly acknowledge any recruitment recommendations received from alumnae
- _____ Send recruitment information forms to the Chapter Advisor after First Degree of Initiation
- _____ File recruitment information forms about those who do not join a sorority at all
- _____ Destroy recruitment information forms for prospective new members who join other National Panhellenic Conference groups
- _____ Assist the VP Recruitment in completing the recruitment information section of the Formal Recruitment Report, through Lyre Links
- _____ Destroy all tallying information and notes from Membership Selection following Formal Recruitment
- _____ Serve as a member of the Recruitment committee.
- _____ Maintain a well organized folder, binder or file that includes everything someone would need to hold your office.
- _____ Train your successor.
- _____ Report to your committee chair (VP Recruitment) regularly.