

CHAPLAIN OFFICER RESPONSIBILITY SHEET

- _____ Provide weekly inspirational messages for chapter meetings.
- _____ Maintain a journal so members may record appropriate inspirational quotes or messages to be used for formal meetings.
- _____ Provide continuous inspirational materials to chapter members.
- _____ Work with the Fraternity Relations committee and Mystagogues to provide appropriate inspiration and positive pre-initiation activities.
- _____ Assist with post-initiation ritual meetings (working with the Warden).
- _____ Serve as coordinator for literary club, discussion group, religious study, book club or similar activity as desired by chapter members.
- _____ Serve as a member of the Fraternity Relations 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 Fraternity Relations) regularly.