

**PACE CHAIR
OFFICER RESPONSIBILITY SHEET**

- _____ Encourage members to display their pride in Alpha Chi Omega
- _____ Help officers promote chapter events
- _____ Promote year-round advertising and recruitment
- _____ Help the chapter develop a marketing plan to assist with chapter publicity and recruiting
- _____ Look for new ways in which to promote Alpha Chi Omega to the campus and community
- _____ Serve as a member of the Communications and 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 Communication and VP Recruitment) regularly.