

PANHELLENIC DELEGATE OFFICER RESPONSIBILITY SHEET

- _____ Have and use a current copy of the National Panhellenic Conference Manual of Information, this can now be found under manuals in the Resource Center section of the Web site.
- _____ Report to Headquarters and/or Alpha Chi's National Panhellenic Conference Delegate (NPCD) about major decisions and/or votes within the college Panhellenic, such as changes in total, addition or removal of NPC chapter, and the timing of recruitment.
- _____ Attend all Panhellenic meetings.
- _____ Present a positive image of Alpha Chi Omega image within Panhellenic.
- _____ Take minutes of all Panhellenic meetings and report to the Executive Board, the chapter, and Vice President Recruitment as needed.
- _____ Coordinate joint functions with other sororities on campus – NPC, local, NPHC, and/or NALFO.
- _____ Promote member involvement in Panhellenic committees and boards.
- _____ Ensure chapter participation in Panhellenic sponsored events.
- _____ Model and encourage Panhellenic spirit and cooperation.
- _____ Attend regularly scheduled executive board meetings.
- _____ Train your successor.