

**PARENTS CLUB CHAIR
OFFICER RESPONSIBILITY SHEET**

- _____ Work to facilitate and encourage a good relationship with parents and parental involvement through events and correspondence
- _____ Recruit parents and work with the Parents Club throughout the year
- _____ Create/compile a chapter wish list to be shared with the Parents Club
- _____ Attend Parents Club meetings
- _____ Function as a liaison with the chapter's Parents Club and the National Parents Club committee
- _____ 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.