

**PHILANTHROPY CHAIR
OFFICER RESPONSIBILITY SHEET**

- _____ Plan and coordinate at least one philanthropic event per academic year
- _____ Encourage participation in campus and other fraternities' and sororities' philanthropies
- _____ Work with the Fund Raising Chair to coordinate joint philanthropy/fundraising events
- _____ Promote group and/or personal community service opportunities in the area
- _____ In conjunction with the Fund Raising Chair, educate the chapter about the role of the Alpha Chi Omega Foundation
- _____ Work with the Alpha Chi Omega Foundation to raise money through the Local Philanthropic Initiatives Fund to give back to charities in your community.
- _____ 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.