

RESOURCES CHAIR OFFICER RESPONSIBILITY SHEET

- _____ Educate members about resources available through the university, Alpha Chi Omega, and the local community

- _____ With the assistance of the Intellectual Development committee, review and/or create terms of the Intellectual Development program to ensure the program accurately reflects with Alpha Chi Omega provides to members regarding scholastic success

- _____ Organize, update, and maintain all chapter resources relating to Intellectual Development

- _____ Provide written professor evaluations for members to complete and keep on file for reference

- _____ Serve as a member of the Intellectual Development and Education committees.

- _____ 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 Intellectual Development and VP Education) regularly.