

**SONG CHAIR
OFFICER RESPONSIBILITY SHEET**

- _____ Maintain a copy of the Alpha Chi Omega Songbook and all songs that the chapter uses for recruitment
- _____ Be familiar with the ritual songs contained on the CD obtained from Headquarters
- _____ Educate the chapter about all songs and chants and encourage practice
- _____ Enthusiastically lead songs and chants
- _____ Serve as a member of the Membership Development 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 Membership Development) regularly.