

WARDEN
OFFICER RESPONSIBILITY SHEET

- _____ Have a positive attitude about and respect for the *Ritual of Alpha Chi Omega*
- _____ Oversee the planning and execution of the First Degree of Initiation, which must occur within two weeks of extending a bid to a new member
- _____ Assist the VP-Education and the Chaplain in planning positive and inspirational pre-initiation activities
- _____ Oversee the planning, practice and set-up of all ceremonies
- _____ Organize practices for the Second Degree of Initiation
- _____ Oversee the planning and execution of the Second Degree of Initiation
- _____ Maintain and coordinate storage or ritual equipment
- _____ Conduct inventory of all ritual materials each term and order new materials when needed
- _____ Use a current copy of *The Ceremonies of Alpha Chi Omega* and *The Ritual of Alpha Chi Omega*
- _____ Conduct a thorough post-initiation ritual meeting between the Second Degree of Initiation and the next formal chapter meeting
- _____ Ensure proper use of Parliamentary Procedure, guided by Robert's Rule of Order, during chapter meetings
- _____ Assist the Chapter President with voting during chapter meetings
- _____ Educate chapter members about proper attire to wear to chapter meetings
- _____ 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.