

Position Description: Recruitment Chairman

Description:

This resource provides an overview of the roles and responsibilities of a Recruitment Chairman. The Recruitment Chairman is responsible for managing the recruitment efforts of the chapter. This description will provide a framework for all Recruitment Chairman to operate across the International Fraternity.

Goals:

- To identify the roles & responsibilities of the Recruitment Chairman.
- To clarify what the International organization expects from chapter members serving in these positions

Competencies Addressed:

- Self-Governance
- Organizational Leadership
- Personal Excellence

Recruitment Chairman

Position Description

1. Responsible for developing and facilitating a year-round recruitment program and assumes responsibility for all recruiting, marketing, and public relations efforts for the chapter.
2. Develop and organizes a recruitment plan with assistance from the Recruitment Committee and Chapter Consultant, according to local IFC requirements.
 - a. Be aware of all university or college recruitment rules and regulations in addition to those of Delta Kappa Epsilon and inform the chapter of these expectations.
 - b. Maintain current knowledge of all chapter and Fraternity operations, policies, and benefits.
 - i. Be aware of similar information from other fraternities in the Greek community.
 - ii. Educate members in these areas so they can communicate properly with prospective members.
3. Responsible for facilitating recruitment workshops to inform and discuss with all chapter members issues and procedures pertaining to recruitment.
 - a. Educate the chapter members on the methods of effective recruitment and different strategies.
 - b. Fully explain all IFC recruitment rules to all collegiate and alumni members involved in recruitment.
4. Responsible for developing an ideal potential new member identification chart. This should consist of what the chapter is looking for in terms of values, GPA, service, and personality.
5. Responsible for recruitment tracking methods and the management of ChapterBuilder.
6. Responsible for overseeing the bid voting and distribution process.
7. Serve as the chair of the Recruitment Committee.
 - a. Should ensure this committee represents the entire chapter.
8. Responsible for planning and executing all recruitment events.
 - a. At all events and activities, ensure that all prospective members are attended to properly.
 - b. Encourage and require the participation of all chapter members in the recruitment process and recruitment functions.
 - c. Meet all legacies and referred potential new members and make them feel welcome.
9. Serve as a member of the Executive Committee.

