

Position Description: Recruitment Chair

Know your duties and responsibilities

Description:

This resource provides an overview of the Recruitment Chair and all of its roles and responsibilities.

Goals:

- To identify the roles and responsibilities of the Recruitment Chair
- To clarify what the International organization expects from brothers serving in this capacity

Competencies Addressed:

- DKE Knowledge
- Organizational Leadership
- Teamwork

Recruitment Chair

1. Develop and facilitate a year-round recruitment program and assume responsibility for all recruiting, marketing, and public relations activities
 - a. Conduct the chapter recruitment program to ensure that only the best available men are added to the fraternity
 - b. Create a team-based recruitment structure
 - i. This gives the opportunity for more members to be involved in the process
 - c. Organize the recruitment program to provide for the meeting and screening of as many eligible men on your campus as possible
2. Serve as a member of the Executive Committee
3. Develop and organize a recruitment plan with the assistance from the Recruitment Committee and Chapter Consultant, according to local IFC requirements
 - a. Serve as chairman of the Recruitment Committee
 - b. 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
 - c. Maintain current knowledge of all chapter and Fraternity operations, policies, and benefits as they relate to member intake and recruitment
 - i. Be aware of similar information from other fraternities in the Fraternity & Sorority community
 - ii. Educate members in these areas so they can communicate properly with prospective members
4. Hold recruitment workshops regularly with all members of the chapter
 - a. Educate the chapter members on the methods of effective recruitment
 - b. Fully explain all IFC recruitment rules to all collegiate and alumni members involved in recruitment
5. Oversee all promotions regarding recruitment of the chapter
 - a. Approve all flyers, recruitment events, posters, schedules, brochures, mailings, t-shirts, etc.
 - b. Remember that you are posting and promoting as a member of the Fraternity—be smart and appropriate
6. Oversee all recruitment events
 - a. At all events and activities, ensure that all prospective members are engaged with active members
 - 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
 - d. Make all potential new members feel safe and welcomed
7. Work with Corresponding Secretary to complete the section of the Lion Trophy app on Recruitment
8. Responsible for recruitment tracking methods of potential new members
 - a. Ensure the chapter and recruitment committee understand Chapter Builder
 - b. Supervise the recording of data and evaluations for each prospective new member
 - c. Maintain a current and up-to-date list of prospective members including important information such as age, year, address, phone number, and interests
 - d. Maintain ongoing statistical information for the chapter (ie. number of men offered bids, men accepting bids, male enrollment, males per class, chapter size, chapter retention rate, etc.)
9. Work with New Member Educator and Treasurer to ensure that new member information is sent to both International Headquarters and GRS
10. Coordinate efforts with the Alumni Relations Chair for alumni involvement in recruitment events and recommendations
11. Work with the New Member Educator to assign Big/Little pairings

12. Oversee the voting of potential bid receivers
13. Submit a report of the recruitment program and results to the chapter at the conclusion of the recruitment period
 - a. This should include recommendations for future recruitment efforts and activities

