

# Guide for Recruitment Chairman

Theta Xi Fraternity



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# GUIDE FOR RECRUITMENT CHAIRMAN

(from *Guide for Officers*, Theta Xi Fraternity)

## DUTIES OF THE RECRUITMENT CHAIRMAN

### **Job Summary:**

**Provides direction, supervision, instruction and support and oversight of the chapter's recruitment program.**

**Meets and corresponds with prospective members and their parents, as necessary.**

**Maintains an awareness of demands and expectations of the market for greater concentration of the chapter's recruitment efforts.**

**Develops and maintains all recruitment publications.**

**Develops new and improves upon current recruitment programs. Provides timely updates to the chapter membership.**

### **Job Responsibilities:**

- Provides guidance and direction to committee members in setting goals and objectives within the assigned office that will directly support the goals and objectives of the chapter.
- Provides direction, supervision, instruction, support, and oversight of the chapter's recruitment program to include planning and organization of formal and informal recruitment activities, recruitment publications, recruitment fund-raising efforts, and recruitment contacts and visits.
- Provides appropriate communication at all levels of the chapter to ensure that specific expectations are understood and supported. Schedules and facilitates numerous committee meetings throughout the term to update the chapter on potential members, goals, and visitations.
- Meets and corresponds with prospective members and their parents, as necessary. Conducts conversation with potential members through phone calls, written letters, visitations, publications, and informal and formal recruitment.
- Supervises and/or coordinates the development of all recruitment publications (i.e., information data sheets, recruitment brochures, recruitment invitations, monetary requests, etc.).
- Develops new and improves current recruitment programs. Ensures notifications are made to the membership regarding mannerisms, attire, procedures, and responsibilities during all recruitment functions (both formal and informal).
- Submits requests for recruitment activities to the Treasurer prior to the beginning of each term. Monitors all areas of recruitment and assists in the administration of an effective budget control program. Provides timely updates to the president, vice president, chapter membership, and/or alumni association.

- Performs other responsibilities as assigned by the president and/or vice president.

The essential guide for the recruitment chairman is ***More Good Men (MGM)***, the Fraternity's all-encompassing guide for recruitment. ***MGM*** can be downloaded at the Fraternity website; the recruitment chairman is strongly encouraged to read the guide thoroughly, and further, to ensure that the members of the recruitment committee read it as well. It outlines a thorough, well-designed approach to every facet of the recruitment process and is, if followed, of great value.

NOTE: It is **not** the task of the recruitment chairman to do all the recruiting for the chapter. **Recruitment is the work of every single chapter member!** The chairman's role is one of coordinator, manager and educator.

- He coordinates the efforts of his committee and other members as they recruit new men to the chapter.
- He manages the details of the recruitment program, keeps records of names and interest level of potential recruits and keeps the EBoard informed of recruitment progress.
- He educates the membership on the strategies and methods for successful recruitment, based on the information in ***MGM***.