



**PHI DELTA THETA**  
*Become the greatest version of yourself*

## WARDEN

### **BASIC FUNCTION:**

The responsibility of the warden is to oversee all Ritual components of the chapter and to chair the judicial board. This officer is expected to hold all members accountable to the Fraternity's Cardinal Principles and *The Bond* of Phi Delta Theta.

### **10 THINGS TO FOCUS ON AS WARDEN:**

1. Review *The Code* at the beginning of your term and reach out to General Headquarters with any specific questions. Pay specific attention to Title XVI as it outlines the chapter process for accountability.
  2. Chair the judicial board and execute any proceedings in line with Title XVI of *The Code*.
  3. Organize the judicial board so that its members come from different grades, backgrounds, and membership interests. A fair judicial board is an important part of a strong chapter culture.
  4. Educate all initiated members on the Ritual and secrets of the Fraternity. A successful chapter starts with the practicing of Ritual weekly, reading of *The Bond* at least once a month, and usage of the initiation ceremony.
  5. Lead the Ritual aspects of all chapter meetings, ceremonies, and initiations as outlined within the Ritual book and work to maintain a full inventory of all Ritual equipment. To order any missing Ritual items contact General Headquarters.
  6. Collaborate with the bylaws chairman to effectively outline the judicial process and membership expectations within the chapter bylaws.
  7. Ensure chapter meetings are orderly, and conversation is effective in achieving goals for the meeting. Each chapter should practice **Robert's Rules of Order**.
  8. Review and **prepare for chapter elections** so that the process is fair and efficient.
  9. Create a **written officer program** with all important information, policies, and contacts to pass on to the next warden. Any item related to Ritual and the secrets of the organization should not be written down.
  10. Build trusting relationships with all members to be approachable and keep an honest and open line of communication should a member(s) violate the chapter's bylaws and/or *The Code*.
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