



DELTA CHI

FRATERNITY

AMC – Associate Member Counselor First 60-Days Checklist

Congratulations on your new role as the AMC! Thank you for your commitment to Delta Chi and the success your chapter. While this is not an exhaustive list to govern your entire term, it can get you started on the tasks you will need to complete during your first 60 days in office.

TRANSITION WITH THE OUTGOING AMC

- Complete the AMC On-Boarding tutorial on [Lessonly](#) (available Fall 2020)
- Complete the [Incoming Officer Guide](#)
- Use the [1:1 Officer Transition Meeting Guide](#) as an agenda when meeting with the outgoing officer
- Review the Anti-Hazing Law for Your State/Province and the Anti-Hazing Policies from Delta Chi and your institution
- Review institutional policies regarding new member programs
- Review IHQ and institutional processes and requirements for reporting associate members

REGISTER FOR LEADERSHIP PROGRAMMING SPONSORED BY IHQ

- Register for the Regional Leadership Conference (RLC)
 - Log into MYDCHI
 - Complete the required steps under “RLC Registration” and register for the AMC Track

REVIEW THE CHAPTER'S STATUS

- Obtain and review copies of your chapter's current:
 - Constitution and By-Laws
 - Action Plans, Goals, and SWOT analysis
 - Associate Member Program
 - Budget
 - Chapter Event Calendar, Campus Academic Calendar, and Activities Calendar
 - Membership Roster on Vault [Chapter's Vault page > Vault Mgt > Chapter Mgt > Member Roster]

MEET WITH YOUR CONTACTS

Though these are recommendations for initial touchpoints, you should consistently interact with these stakeholders throughout your term.

- Contact your “BB”
 - Set up a time to meet/talk in the next two weeks
 - Review your position description and set expectations together
 - Set up a time and method for weekly communication

- Contact your Alumni Board of Trustees Advisor (if applicable)
 - Set up a time to meet/talk in person in the next two weeks
 - Review your position description and set expectations together
 - Set up a time and method for ongoing communication

- Introduce yourself to current fraternity/sorority New Member Educators, Governing Council Officers, and leaders of other campus organizations with whom you will work with on a regular basis.

- Contact your [Regent](#) to introduce yourself

THINGS TO CONSIDER

- Review additional [Officer Resources](#)
- Review the Fraternity’s [Associate Member Program](#)
- Review any campus fraternity/sorority life standards or awards programs
- Learn about the [Emerging Leaders Academy](#)
- Learn about the [Delta Chi Associate Member Program](#)