**Associate Member Counselor (AMC) Position Description**

* Familiarize yourself with the anti-hazing policies of the Delta Chi Fraternity, your college/university, and any relevant state or local laws
* Implement the standardized Associate Member Program through the International Headquarters
	+ If the chapter/colony does not implement this program, they should be prepared to organize and execute a program that aligns with the outcomes of the standardized program.
* Work with the “F” to implement “F” Talks at least twice during the associate member process
	+ Resources for “F” Talks can be found [here](https://deltachi.org/wp-content/uploads/2019/08/F-Talks-Facilitator-Guide-8-week.pdf).
* Ensure the experience of every new member is in full compliance with the Delta Chi Fraternity Risk Management Policy.
* Provide a schedule of events to associate members prior to the start of the associate member process
* Serve as a liaison between the chapter/colony and the associate member class
* Communicate frequently with the chapter/colony on the progress, successes and challenges pertaining to the associate member class
* Plan and implement associate member retreats (at least one per semester/quarter)
* Plan, direct and supervise the [Associate Member Ceremony](https://deltachi.org/wp-content/uploads/2018/10/AM-Ceremony.pdf), the [Big Brother Ceremony](https://deltachi.org/wp-content/uploads/2018/10/Big-Brother-Ceremony.pdf) and the Initiation Ceremony
* Assign big brothers and direct big brother/little brother program
* Oversee AM Education Committee when applicable
* Work with the “D” to order Associate Member pins and Cornerstones from the International Headquarters
* Inform all associate members of the costs associated with membership and set clear payment expectations
* Read the following BRIEFS: Associate Member Program and Big Brother Program
* Prepare and organize transition materials; save all materials to an online cloud prior to transition