



### **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](#).
- 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](#), the [Big Brother Ceremony](#) 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



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