

DELTA CHI

FRATERNITY

60 DAY CHECKLIST:

ASSOCIATE MEMBER COUNSELOR

Congratulations on your role as the AMC! Thank you for your commitment to Delta Chi and the success of your chapter/provisional chapter. This is not an exhaustive list to govern your entire term, but it will help you get started during your first 60 days in office - typically from your election until attending your Regional Leadership Academy event.

IMPORTANT DATES

In addition to all of the Delta Chi [Operational Dates and Deadlines](#), here are some items to get added to your calendar now, as they will be your responsibility as the AMC to ensure the chapter is aware and follows:

- March 5: Hazing Prevention [Risk Management Webinar](#)
- September 25: Hazing Prevention [Risk Management Webinar](#)
- September 25: Parent & Guardian [Informational Webinar](#)
- Ongoing: Work with the "C" to ensure [Associate Members have registered](#) in MyDCHI and grade verification form is submitted within 72 hours of pinning ceremony.
- Ongoing: Work with the "C" to ensure that [Initiation Application](#) is submitted two weeks prior to ceremony being held.

GETTING STARTED

As you transition into your officer role, here's a few checklist items you will need to complete:

- Register to attend your [Regional Leadership Academy](#) in January.
- Complete the Preparing to be an Officer, Cultural Competency, and the AMC Onboarding modules, found in the MyDCHI Learning Management System.
- Schedule a transition meeting with the outgoing AMC.
- Introduce yourself to important contacts, such as: ABT Member Education Advisor, Housing Corporation (if applicable), your [Regent](#), International Headquarters Staff ([including your chapter coach](#)), Fraternity/Sorority Life Advisor, and Interfraternity Council (IFC) Recruitment/New Member Education Officer.
- Review the Delta Chi Risk Management Policy, Delta Chi Law, and the AMC officer resources and BRIEFs.
- Get updated copies of institutional policies (including a Code of Conduct), campus academic and activity calendars, and student organization expectations - including any campus policies regarding expectations for the length of an associate member process or associate member reporting..
- Review your local chapter/provisional chapter Constitution and Bylaws, membership roster, Membership Experience Survey report, action plans and goals, budget, and calendar.