

DELTA CHI

FRATERNITY

OFFICER DESCRIPTION:

ASSOCIATE MEMBER COUNSELOR

AMC POSITION DESCRIPTION:

- Implement the standardized [Associate Member Education program](#) from the International Headquarters, including the use of facilitation guides, PowerPoints, and Associate Member workbook.
- Work with the “F” to implement “F” Talks during the Associate Member Education program.
- Work with the “D” to ensure that Associate Member pins and Cornerstones are ordered from the International Headquarters and are set to arrive prior to the start of a term.
- Ensure the experience of every Associate Member aligns with the Delta Chi [Risk Management Policy](#), particularly regarding the prohibition of hazing.
- Provide a schedule of events to Associate Members prior to the start of the associate member process.
- Inform all Associate Members of the costs associated with membership and set clear payment expectations through the use of the [Chapter Finance Guide](#).
- Plan, direct, and supervise the Associate Member Ceremony, the Big Brother Ceremony, and the Initiation Ceremony.
- Serve as a liaison between the chapter/provisional chapter and the associate member class, communicating frequently with the members on the progress, successes, and challenges pertaining to the associate member class.
- Plan and implement associate member retreats (at least one per semester/quarter)
- Work with the “C” to ensure all Associate Members have completed the associate member registration via MyDChi within 72 hours of pinning and that the grade verification form has been processed.
- Work with the “C” to ensure that the Initiation Application is submitted two weeks prior to the Initiation Ceremony.
- Chair the Associate Member Committee and meet regularly with the ABT Member Education Advisor.
- Meet with Interfraternity Council Recruitment/New Member Education Officer or other campus governing council peer officers as needed.
- Attend annual officer transition retreat and chapter retreat.
- Work with fellow chapter/provisional chapter executive board officers and chairs to develop action plans for the chapter/provisional chapter.
- Prepare and organize transition materials, and save all materials to an online cloud/database prior to transition.
- Attend the January Regional Leadership Academy event.
- Attend applicable risk management webinars.