

# Position Description: Associate Member Educator/Master of Ceremonies- Brother Pi

## Description:

This resource provides an overview of the roles and responsibilities of a Associate Member Educator. The Associate Member Educator is responsible for planning, coordinating, and leading all aspects of the Associate Member Education program for the Chapter. This description will provide a framework for all Associate Member Educators to operate across the International Fraternity.

## Goals:

- To identify the roles & responsibilities of the Associate Member Educator.
- To clarify what the International organization expects from chapter members serving in these positions

## Competencies Addressed:

- Self-Governance
- Organizational Leadership
- Personal Excellence
- Mentorship

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## Position Description

1. Responsible for organizing and implementing the Associate Member Education Program to acquaint Associate Members with the rules and policies of the chapter, how business is handled, and various facilities available at the house.
  - a. The objective of the program is to introduce Associate Members into our Brotherhood via the Associate Member Educator's Guide and Associate Member Handbook provided by DKE International.
  - b. Implement the program with the assistance of the Associate Member Education Committee, Exec officers, and other relevant officers.
  - c. Seek ways to make membership education a stimulating learning experience.
  - d. Assume responsibility for providing the Associate Members with knowledge of DKE - locally and internationally - and of the University.
  - e. Assist each Associate Member in personal growth and development
2. Responsible for overseeing the Big Brother program.
  - a. This includes creating the Big-Little pairings with the help of the President.
  - b. Following up with Big Brothers to ensure they have a clear understanding of their expectations.
3. Responsible for educating the Associate Members on the expectations of both Associate Members and active members.
4. Responsible for the administration of all rituals and ensuring the chapter is prepared for initiation.
5. Assume responsibility for the conduct of the Associate Members and be responsible for the active members' treatment of Associate Members.
6. Work with the Scholarship Chairman to plan ongoing education for the chapter including workshops from DKE International, bringing in campus professionals, and working with local alumni to facilitate development events.
7. Responsible for working with the Chapter President to best decide who should represent the Chapter at Emerging Leaders Institute.



8. Participate in any planning sessions for an IFC Greek 101 or IFC Associate Member Orientation session to ensure the chapter's needs and expectations are met.
9. Serve as the chairman of the Associate Member Education Committee.
10. Serve as a member of the Executive Committee.

