

Guide for Membership Educator

Theta Xi Fraternity



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GUIDE FOR MEMBERSHIP EDUCATOR

(from *Guide for Officers*, Theta Xi Fraternity)

DUTIES OF THE MEMBERSHIP EDUCATOR

Job Summary:

Provides the chapter with primary educational resources to broaden and enhance members' knowledge of the Fraternity, campus and community.

Utilizes various resources (e.g., Fraternity and campus programming, guest speakers, etc.) to educate the full membership.

Is responsible for the educational process for all Associate Members, ensuring adherence to the Core Education Program (*Alpha Nine*).

Job Responsibilities:

- Provides guidance and direction to committee members in setting goals and objectives within the assigned office that directly supports the chapter's goals and objectives.
- Works with the scholarship chairman to provides the membership with regular educational programming beneficial to areas of personal growth or chapter operations.
- Utilizes Fraternity, campus and community resources to address issues that might include academics, career planning, tutoring/studying services, risk management, student health topics, etc.
- Uses Fraternity educational programs for educating chapter members. Such programming may include *The Quest*, *Values Into Action*, *Brother-to-Brother* and *Alpha Nine*.
- Informs the membership about scheduled speakers to ensure the highest attendance possible. Records speaker information (i.e., name, phone, address, profession, topic possibilities, etc.) in officer notebook to provide a written record for future Membership Educators.
- Utilizes and ensures adherence to the Associate Member Education Core Program (Alpha Nine) for the AM educational process. Includes active undergraduates and alumni in the educational process of AMs.
- Acts as the liaison for AMs and communicates their concerns to the general chapter. Provides feedback to AMs suggestions and concerns.
- Submits budget requirements to the treasurer for program costs prior to the beginning of each term. Monitors all facility areas and assists in the administration of an effective budget control program.
- Performs other responsibilities as assigned by the president and/or vice president.

The essential officer guide for the membership educator is **Alpha Nine**, the Fraternity's Core Education Program for AMs. Alpha Nine can be downloaded at the Fraternity website; the membership educator is expected to read the guide thoroughly, and to follow it.

Alpha Nine includes a 5-6 week program for educating AMs and orienting them to the Fraternity. It is designed as a set of "modules" with instructions for leading each one, including topics to be covered and reading assignments from *The Quest* for participants. **REMEMBER: Using Alpha Nine is NOT optional. It is a requirement of all chapters.**

It is not necessarily the task of the membership educator to do all of the teaching during the AM period! His role is to coordinate the program, being careful to include other chapter officers, and others, as needed to best educate the new members. In fact, if used properly, Alpha Nine includes sections that are to be led by a range of others, under the coordination of the membership educator. These include:

- chapter president, vice president and treasurer
- an alumnus of the chapter
- the Greek life officer from campus
- other chapter officers, to discuss programs related to their respective areas (intramurals, social, philanthropy, etc.)

Finally, the membership educator is in a position to represent and model to the AMs, the core value, beliefs and ideals of Theta Xi. By ensuring that the AMs are treated with respect, are welcomed into the life of the chapter, and are genuinely viewed as **associate members**, the membership educator provides an introduction to our Fraternity that will be remembered for a lifetime.

IMPORTANT NOTE TO REMEMBER:

As stated in our Constitution, any activity conducted during the AM period must either (1) be prescribed in Alpha Nine, or (2) involve equal participation between associates and actives. Any activity that does not meet at least one of those criteria, must have the prior approval of the Grand Lodge.