

## **Chapter House Director Policy and Guidelines**

The chapter house director is employed by the chapter house corporation to insure that a safe, healthy, and comfortable environment exists in each Greek housing unit. Although the university requires the presence of a chapter house director, the selection, hiring, and supervision are the responsibility of the chapter house corporation. The chapter house director is an extension of the authority of the corporation and has the responsibility for enforcing the corporation's policies.

### **1. Why Supervision?**

Fraternity and sorority organizations are granted an exemption to the parietal regulation. As a result of this, the university requires fraternity and sorority housing units to be supervised.

### **2. Who Should Be Supervisor?**

The supervisor should be a mature individual. The discretion for hiring an appropriate person to serve in this capacity is invested in the housing corporation and/or the alumni board that will determine the fitness or suitability as to who may serve. *The house director shall not be a recent graduate from Ohio University.*

### **3. Contracts**

The person selected to serve in the position of chapter house director should be covered by a contract for the academic year. Sample contracts may be obtained from the Department of Campus Life. Each organization is responsible for providing the chapter house director with the chapter's own contract. It is suggested that the following be included in all chapter house director contracts: in the event of illness of the chapter house director, the fraternity or sorority shall grant up to a maximum of fifteen days of annual leave with pay; the fraternity or sorority shall pay the compensation of an approved substitute chapter house director; and the fraternity or sorority shall grant the chapter house director two days vacation a month except during the months of student vacations (the months during which two day vacations apply are: October, February, April and May).

### **4. What Does the University Expect of the Chapter House Director?**

- The chapter house director is required to be on duty the first day of class in September and remain on duty until the house is closed in June.
- Be present at the voting concerning the visitation policy.
- Assist in the implementation of the alcoholic beverage policy.
- Attend programs planned and sponsored by the Department of Campus Life and other meetings arranged by that office that are relevant to house directors.
- Work with the fraternity/sorority officers in solving maintenance problems reported by Environmental Health and Safety.
- Keep the Department of Campus Life informed of problems arising within the house.
- Help to provide a developmental living experience for members living in chapter housing.

## **5. What Should a Chapter Expect of the Chapter House Director?**

The responsibilities and duties of the individual shall be left to the discretion of the parties involved. The chapter house director may be expected to perform duties such as:

- Working with chapter officers in the transaction of chapter business.
- Keeping in contact with the chapter advisor and chapter house corporation officers as well as the Department of Campus Life as to areas of development within the house.
- Ordering food and other duties associated with the operation of a boarding plan, if applicable.
- Maintaining a desirable relationship with other staff that may also be employed by the organization.
- Be prepared to act as the official host or hostess to parents and guests and to assist in organizing certain events.
- Act in an advisory and counseling capacity for members who may need such assistance.

## **6. Responsibilities of the Chapter to the House Director**

The chapter should furnish the house director with:

- Job description
- Satisfactory living accommodations in the chapter house. The ideal includes a private bedroom, living room, and bathroom. Meals, except for one night a week, for those units with boarding plans
- Other amenities established by the house corporation/alumni board.

It is suggested that each chapter furnish the necessary tickets to encourage the chapter house director to attend athletic and cultural events sponsored by the university. These provisions shall supplement the chapter house director's regular salary.

## **7. Resources Available to the Chapter House Director**

- Chapter advisor and local alumni
- Inter/national headquarters of the fraternity or sorority
- Undergraduate officers and members
- Department of Campus Life, Baker University Center 355, 740.593.4025, ([www.ohio.edu/campuslife](http://www.ohio.edu/campuslife))
- Department of Residence Life, Baker University Center 350, 740.593.4095 ([www.ohio.edu/reslife](http://www.ohio.edu/reslife))
- Environmental Health and Safety Office, Hudson Health Center, 740.593.1666 ([www.ohio.edu/ehs](http://www.ohio.edu/ehs))
- Counseling and Psychological Services Office, Hudson Health Center, 740.593.1616 ([www.ohiou.edu/counseling](http://www.ohiou.edu/counseling))
- Health Promotion, Baker University Center 339, 740.593.4742 ([www.ohio.edu/healthwell](http://www.ohio.edu/healthwell))