



DELTA GAMMA  
OFFICE OF HOUSING

*for hope. for strength. for life.*

# House Director Handbook

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## Introduction

A Delta Gamma house director is many faces to many people. The house director is the official hostess for the chapter, manages the smooth operation of the chapter facility for the house corporation and is there to create a “home away from home” environment for the chapter members. In short, she plays a vital role in creating and maintaining the physical and social environment in which the chapter operates. A successful house director enjoys young people, understands the challenges they face and has strong property management skills.

This handbook is designed to help the house director feel comfortable in their role. Each chapter is unique, and each house director will fulfill a unique role within the chapter. Relationships and duties will vary from one university to another and from one chapter to another. A house director must be sure that those with whom they work with have a clear understanding of the role they play. Though the house director is not an officer or member of the advisory team or house corporation board, they fit into the organizational structure of the chapter by virtue of their role as house director. The house director is hired by the house corporation employment committee and employed by the house corporation.

## Duties of the House Director

The House Director should review and sign the job description acknowledging understanding of their job duties. Please refer to the official job description from the Office of Housing.

### House Director Job Description:

The House Director is responsible for the overall operations of the House; including but not limited to the day-to-day maintenance, cleanliness, food service and safety of the House. The House Director consults with the House Corporation or LLC Specialist and with members of the House Corporation Board (HCB) or LLC Specialist for guidance and assistance in executing the duties.

#### JOB DESCRIPTION

- Ensures a safe and productive environment for collegians and staff.
- Responds appropriately during all emergency situations by contacting appropriate parties.
- Creates a strategy for the long-term care and upkeep of the facility for the House Corporation Board or LLC Specialist.
- Communicates house maintenance issues to the House Corporation Board or LLC Specialist and coordinates all routine maintenance issues in a timely manner. Manages all minor repairs within agreed amount in a timely manner. Notifies House Corporation Board or LLC Specialist of major repairs that exceed agreed amount with estimates that need to be done. Reports immediately to the House Corporation Board or LLC Specialist all hazards and damages that require insurance claims.
- Stays within the given budget for ad hoc expenses; reconciles receipts and purchase orders; reviews and submits for payment through appropriate party.
- Purchases kitchen, cleaning and other necessary supplies while maintaining inventory.

- Recruits, interviews, conducts staff performance evaluations/discipline warnings and supervises staff with input from the Employment Committee Chair/LLC Specialist and Human Resources Business Partner (if on EMS).
- Processes new hire paperwork, schedules staff and submits timesheets in a timely manner.
- Collaborates with the Chef/Kitchen Food Service and the collegians to plan nutritious meals within the budget.
- Manages multiple preferred service providers to resolve issues while staying within budget.
- Remains with all visitors at all times including service providers.
- Keeps the House Corporation or LLC Specialist informed of any inspection by insurance adjusters, fire department, government agencies, or others concerned with the maintenance, security, and safety of the House.
- Assists the Director of House Management with the required fire drills and other required inspections; specifically seeking out any damage to the House.
- Meets and communicates regularly any unusual trends, activities and/or problems with the Chapter to the Chapter Advisor (ATC).
- Meets regularly with the House Manager and attends any meetings with Chapter members and/or boards as necessary.
- Must reside in the Chapter House each night the residents are in residence.
- Adheres to University, House Corporation Board, Office of Housing and Chapter policies and rules.

#### REQUIRED SKILLS

- Excellent organization and communication abilities.
- Basic bookkeeping.
- Knowledge of Microsoft Outlook, Word and Excel such as simple spreadsheets and scanning of PDF files.
- Positive solution-focused attitude.
- Ability to interact professionally and diplomatically with students, parents, alumnae, service providers and community resources.
- Strong interpersonal skills, including the ability to work with college-aged women, patience and flexibility.
- Proven managerial skills
- Ability to climb up and down several flights of stairs and lift 25 pounds if necessary

#### PROFESSIONAL EXPERIENCE

- Previous house director experience
- Property management experience

#### TIME COMMITMENT AND BENEFITS

- 40+ hour workweek with a suite and utilities provided.
- Must be onsite, overnight, seven (7) nights per week except when prior arrangements have been made for other adult supervision.
- All meals will be provided when the collegians are in the house.

\*\*This is a smoke, alcohol, federally illegal drugs, animal and firearms free environment.

## Helpful Information

The following information should be kept close at hand to assist you with performing job

duties effectively and efficiently.

*\*\*If you cannot readily locate this information, contact your employment committee chair or house corporation president (or LLC Specialist if no house corporation) to help you retrieve the data:*

- A roster of the advisory team
- A roster of the house corporation board
- A roster of the regional team
- A copy of the chapter composite photograph (helps you match names with faces)
- A list of university health services, reliable doctors and community hospital phone numbers
- A list of employees, with addresses, email addresses and phone numbers
- A list of suppliers, vendors, cooperative buying associations, etc. with phone numbers
- A list of approved repairmen, handymen, fire and security system and service technicians with phone numbers as well as proof of insurance or liability waivers.  
*\*\*This is a requirement in order for them to be paid, so please ask them for it if you do not have it on hand.*
- A copy of your employment agreement and the house director job description
- The chapter housing rules, including any waivers to Delta Gamma policy
- Calendar for the chapter showing special chapter functions as well as open and close dates for the house (these dates may be different from university open and close dates)
- University calendar showing holidays, examinations, openings and closings
- Meal schedules, copies of menus and the budget allowance for food
- An inventory of the kitchen equipment, supplies, linen and table settings
- Records relating to keys, locks or codes necessary for the security of the house
- A list of the names and phone numbers of the other house directors on your campus

## **Insurance**

The insurance policy carried by the house corporation provides for workers compensation and liability insurance for all employees of the house corporation. Most workers compensation policies are through MJ Insurance, but some states are monopolistic and require the insurance through the state pool. In terms of personal property insurance, only House Directors have access to \$15,000 coverage with a \$500 deductible. If that amount is not adequate for a House Director's belongings, additional coverage would need to be purchased by the House Director.

## **Working with the Chapter Officers**

The house director should understand the responsibilities of various members of the advisory team and know who to contact concerning specific matters. In many cases, specific advisers will need to consult the house director in order to perform their duties. The advisory team members may ask the house director to be available to them when advice is needed in the area of house management. In addition, the advisory team will expect the

house director to inform them of any disturbing or unusual trends or problems within the chapter. They will work together to see that such conditions are corrected, if such action is needed.

### *Chapter President*

Together, the house director and chapter president set the pace and tone for the chapter through consistent, regular communication. The president and director of house management need to keep the house director up to date on the events of the chapter and any changes in the calendar. The house director should work with the president to:

- Report any problems within the chapter that require Honor Board action, including major infractions or repeated infractions of the university regulations, the Fraternity Constitution, Delta Gamma policies and procedures, the chapter house rules, as well as federal, state, provincial and civil laws via a written report; if at all possible, please document the policy violation with a photograph
- See that arrangements are made for Collegiate Development Consultants (CDC) or any visiting Fraternity officers

### *Vice President: Social Standards*

In the absence of the president, the house director is expected to report to the vice president: social standards any problems within the chapter that require Honor Board action.

### *Vice President: Finance*

The house director and the vice president: finance must work together to:

- Ensure that the chapter budget allowance for food and supplies is satisfactory
- Approve household bills for payment by either the vice president: finance or the house corporation
- Ensure bills are promptly paid to vendors
- Maintain any petty cash fund from the chapter in the proper manner – receipts are to be collected and submitted in a timely manner
- Propose house rules for chapter approval
- Ensure collections are made promptly for guests eating in the chapter house if such charges are applicable or appropriate according to the chapter bylaws and standing rules

### *Director of House Management*

The house director and the director of house management should work closely together at all times because their jobs are closely aligned, and they share many responsibilities. The director of house management and chapter president should keep the house director up to date on the events of the chapter and any changes in the calendar. The house director and the director of house management should:

- Maintain communication between the house director and the chapter
- Ensure that the chapter house and grounds are in acceptable condition at all times
- Work together to arrange necessary repairs – the director of house management should report any necessary repairs to the house director, and the house director should obtain the approval of the house corporation for the repairs

- Collaborate on checking the security of the house and changing the door codes or locks

### *Director of Social Events*

Because the director of social events holds the responsibility for providing a framework of social experiences for the chapter, she will work closely with the house director whenever an event is planned that involves a change in the normal functioning of the chapter house.

When the chapter is planning an event at the chapter house, the director of social events and the house director should review:

- The number of guests for meals, and any special changes in the menu
- The table or room decorations, which may present a change in meal service

When the chapter will be entertaining individual guests, the director of social events and the house director will:

- See that the guests are greeted and made to feel welcome and comfortable in the house
- Make arrangements for special seating in the dining room

### *Vice President: Membership*

Since recruitment traditions and regulations vary greatly from one campus to another, the vice president: membership and the house director should meet to discuss needs or changes in regular routine during both formal recruitment and continuous open bidding (COB). Discussion should focus on:

- The house director's role and hostess duties during recruitment or COB
- Food or drink requirements during recruitment and their budget allocations
- Schedule of meals for chapter members during work week and recruitment
- Clean-up duties
- Number of prospective new members at regular meals during COB

### *Members of the chapter*

The house director's relationship with the chapter members is one of great importance. In establishing a good relationship with chapter members, the house director is asked to:

- Act as the chapter's official hostess
- Understand university, Fraternity and chapter rules and regulations, and guide chapter members in observance of them
- Help foster harmonious relationships between the chapter, the university, the Fraternity, the advisory board, the house corporation board and alumnae
- Give advice on proper etiquette
- Understand and respect the many commitments and interests demanding the members' time and energies
- Be a willing listener
- Be informed of the campus life and the community you live in

### *Advisory team*

Each Delta Gamma chapter is served by alumnae members on an advisory team. The

number of women on the team will vary from chapter to chapter, but normally four to eight alumnae will serve. The advisory team advises, counsels and guides; it does not govern the chapter or the chapter officers, and it does not determine nor dictate chapter rules and bylaws. Your primary contact on the advisory team is the chapter's advisory team chairman (ATC).

Certain authorities are granted to the advisory team, including the authority to:

- Require the chapter to observe Fraternity policies and procedures, house rules, university rules and college Panhellenic rules
- See that the chapter maintains cooperation with the university administration, Panhellenic groups, alumnae, the house corporation, the house director and other employees

## The Local Alumnae

The alumnae chapter or association in the community may occasionally hold meetings or events at the chapter house. The president of the local alumnae group, who is also a member of the house corporation board, should coordinate with the house director, house corporation president and the chapter president to decide on dates that are available and convenient for all parties concerned. The house director may be requested to take charge of certain aspects of such alumnae functions.

From time to time, visiting alumnae may drop by and want to see the house. The house director, in her role as hostess, should assist by supervising the tour of the house.

## The University and Community

Delta Gamma chapters operate within the official framework of the college or university where they are located. The chapter members are also members of the greater community and have a responsibility to be good citizens and good neighbors. The house director should:

- Understand university policies that apply to Greek housing and chapter members
- Maintaining cordial relationships within the university community
- Be involved in campus and community activities
- Know university officials, campus safety officers and local law enforcement
- Form relationships with other house directors, and attend house director's meetings, if such meetings take place on campus

## The House Corporation

The house corporation is a separate legal entity established in the state/province in which it resides to provide a suitable social environment for the chapter. Chapter houses are held in the name of the house corporation rather than the chapter. The house corporation is the employer of the house director and other employees, who are managed by the House Corporation Employment Committee, per Delta Gamma policy.

The maintenance of the facility and equipment is handled by the house corporation board of directors. Disposable items are the responsibility of the chapter.



The house corporation:

- Pays the mortgage/rent, taxes, insurance, etc. unless the house is university owned
- Hires, through its employment committee, all employees who assist the collegiate chapter, and is responsible for all payroll matters
- Maintains the facility and equipment through routine upkeep and repairs
- Purchases household items, such as furniture, carpets, decorative items, hardware, cooking equipment, utensils, vacuum cleaners, laundry equipment and repairs or replaces items when the need arises due to normal use
- Pays all service vendors; some examples include caterers, cleaning companies, repairmen/women and landscapers.
- Examines the house before the close of the school year to determine necessary work
- Arranges for major repairs, cleaning and refurbishing to be done during school vacations
- Invites the house director to the beginning of board meetings to report helpful information regarding the house or chapter

In working with the house corporation board, the house director should:

- Be familiar with the responsibilities of this board (including the employment committee) and the chapter advisory team
- Be prepared to attend house corporation board meetings when invited
- Advise the board concerning the condition of the house and furnishings, as well as the need for repairs and/or replacements
- Work with vendors to obtain the best estimates and customer service regarding repairs, projects, etc.
- Assist in submitting inventory reports
- Submit payroll bi-weekly to the Office of Housing
- Manage construction or repair projects at the direction of the house corporation
- Stress to the collegians the importance of keeping the house in good condition
- Keep a list of repair and service companies approved by the house corporation to call in emergencies or when the house director is unable to reach a member of the board;
- If provided by the house corporation, maintain a petty cash fund or credit card to pay for minor purchases needed for the house; the house director should provide receipts for any goods paid for with petty cash or credit card; petty cash and house corporation credit cards are only to be used for purchases that are the house corporation's responsibility and they should not be used for chapter items
- Turn in receipts for any charge accounts at local stores related to purchases made on behalf of the house corporation
- Notify the house corporation board of fire drills and any requirements/suggestions made by the fire inspector concerning chapter safety and fire prevention
- Immediately notify the house corporation if there is damage to the house

## Finance

If you have approval authority in your employment agreement, you may submit bills directly to the Office of Housing – accounts payable specialist for payment within the limits provided. Ask the house corporation treasurer for the process on submitting invoices over your approval limit.

### **Bills that should go to the house corporation treasurer or to accounts payable at the Office of Housing:**

- Chapter house cleaning (not by individuals on the payroll)
- Maintenance work such as plumbing, electrical, windows, roof, heating/cooling, etc.
- Maintenance on equipment such as computers, printers, washers/dryers, kitchen equipment, etc.
- Grounds upkeep, mowing, trimming, pest control and snow or ice removal
- Home furnishings, such as kitchen/dining room linens, flower arrangements, kitchen utensils, etc.
- Bills from a catering company
- Any bill from an outside contractor for work on the house

### **Bills that should go to the chapter vice president: finance:**

- Supplies, such as toilet paper, paper towels, light bulbs, or any disposable and/or consumable item
- All utility, phone, cable and internet bills
- Food (not provided by a catering company)

## Accounts Payable - Vendors

New vendors are required to provide the following documents. The below documents are required prior to the service being provided. Please note, anyone providing a service on Delta Gamma property is considered a vendor (i.e. a house director substitute).

1. W-9 – the business name, address and EIN or social security number must be completed on the form.
2. Certificate of Liability Insurance – the liability insurance should be at least 1 million dollars. If the vendor does not have insurance, they can complete an insurance waiver with the house corporation's approval. Notarization of the insurance waiver isn't required, but is strongly recommended.
3. Electronic Transfer form (EFT) – vendors can have their payments directly deposited into their bank account. A voided check or bank spec is needed that verifies the bank account and routing number.

Vendors should never be paid locally unless there is an emergency. Invoices need to be submitted with a description of the work performed and dollar amount charged. Invoices can be submitted to the Office of Housing electronically either from the house corporation, house director or vendor.

## Delta Gamma Housing Policies

Below are some of the policies that most directly relate to a house director's responsibilities. For more specific information on policies, contact your employment committee chair regarding house corporation policies or the advisory team chairman (ATC) regarding chapter policies.

- All Delta Gamma housing must be locked 24 hours a day.
- In Delta Gamma chapter housing, men are only allowed in private areas for maintenance, repair, or portage. Exceptions may be made for traditional all-campus events with the approval of the advisory team chairman and the Regional Collegiate Specialist. The chapter may apply to the Regional Housing Specialist for a male visitation waiver which must be approved by Council. If waiver is granted, specific language regarding rules and consequences will be included in the chapter bylaws and standing rules.
- No alcoholic beverages may be served or stored on Delta Gamma property. No Delta Gamma funds can be used to purchase alcoholic beverages. Property is defined as houses, apartments, lodges, suites, dorms, dorm floors and meeting rooms. This includes yards, driveways, sidewalks, and parking lots owned, rented, leased, or designated for Delta Gamma use by house corporations or chapters.
- Regular fire drills are required in all Delta Gamma chapter houses, on at least three occasions during the academic year, as close to October, January and April as possible. The first drill is to be under the direction of the local fire chief or his/her representative and is to include instructions in the use of fire extinguisher equipment.
- All Delta Gamma house corporations shall equip Delta Gamma chapter housing with a fire suppression system as well as fire extinguishers, fire alarms and smoke detector systems. Equipment shall be monitored monthly by the director of house management. The house director should be aware of where all extinguishers are located and how to operate them. She should also be aware of the working of the smoke detector system and any security systems.
- There shall be no animals in Delta Gamma housing.
- Open flames/candles cannot be used in chapter facilities. The chapter should use battery operated candles for rituals or other events.
- A Delta Gamma policy may be waived only by the Delta Gamma Council.

## Delta Gamma Housing Procedures

- All Delta Gamma housing shall meet the local fire and health codes and standards.
- All chapter houses must have posted emergency numbers for fire, police and ambulance, and have posted evacuation routes on the back of each door.
- Each chapter shall take the appropriate measures to ensure the safety of all property within the house, lodge, meeting room or annex. Additionally, an appropriate local security officer, city police, campus guard, etc. shall meet annually with the chapter

to review security measures. Any recommendations must be relayed to the house corporation board for implementation. This security officer should also be asked to outline appropriate measures to be taken by individual members for self-protection.

## Safety, Security and Health

Each Delta Gamma chapter has an emergency action plan developed by the house director and the director of house management, with the assistance of the advisory team, the house corporation board, Fraternity policy and the local fire marshal.

In the case of an emergency involving a member of the chapter, the chapter has specific policies and procedures to follow, so let the chapter officers take the lead. The chapter president is in charge and must be contacted. **The house director should not contact parents.** Medical or police personnel will inform parents as necessary. Do not allow accident victims to be disturbed by untrained persons. Do not attend to accident victims yourself.

### *Emergencies*

- Instruct all members that only the chapter president (or if she is not available, the next ranking officer) should speak for the chapter, and only after receiving guidance from the advisory team chairman and/or the Regional Collegiate Specialist.
- If a crisis has occurred within your chapter facility, close the facility to all non-Delta Gammas except for emergency personnel. In the case of any emergency, contact a member of the regional team, or Executive Offices at 614-481-8169.

### *Fire drill procedures*

- Pay attention and respond quickly to the alarm.
- Ensure all members know drill procedures and follow them.
- Do not retrieve any personal items not in the immediate area.
- Be sure lights are out and doors are closed.
- Evacuate the building via the nearest useable exit.
- Outside the building, go to the designated areas.
- Have a procedure in place to take roll or determine that all members living in the house are accounted for.

**Always follow the procedures of a drill as though it is an actual event.**

### *Weather-related procedures (flood, hurricane, tornado)*

- Pay attention and respond quickly to the alarm.
- Do not retrieve any personal items not in the immediate area.
- Listen to local civil defense officials or the National Weather Service.
- Ensure all members know the procedures and follow them.
- If asked to leave your area, be sure lights are out and doors are closed.
- Take shelter in an approved area.
- Do not go outside the approved shelter(s).

The house director should have a list of emergency phone numbers with her at all times during these procedures.

### *Power failures*

Occasional power failures are quite common. Unless the chapter house is prepared for such events, a power failure can be disorienting, causing other accidents or security problems, and affect the overall safety of the chapter. The house director and the director of house management should be familiar with the location of fuse boxes, circuit breakers and the necessary technicians or local utility company to be called for such an emergency.

In the case of a long-term power outage, the advisory team chairman and/or the chapter operations adviser and the house corporation president should be notified to make arrangements to house the chapter women in another location. A sufficient supply of flashlights and batteries is essential.

### *First aid*

Regardless of the extent of safety precautions, accidents do happen. For this reason, the house director should be familiar with basic first aid treatment procedures. If suggested by the house corporation or the house corporation employment committee, Red Cross first aid training, CPR directions and instruction for the Heimlich maneuver can be arranged locally.

If an employee is injured on the job, determine if he or she needs immediate medical attention. If required, send him or her to the nearest urgent care/hospital and inform him/her that the injury is covered under workers' compensation. The employee is required to complete a first report of injury form even if it is a minor injury. The completed first report of injury form is emailed to our contact at MJ Insurance (or through the state pool) and your assigned Human Resources Business Partner. Contact your insurance company for further instructions. Injuries on the way to or from work are not covered.

### *Security*

Delta Gamma policy dictates that all housing will be locked 24 hours a day. Along with the director of house management, it is the responsibility of the house director to see that this policy is enforced. The locks on all doors and windows should be kept in good working order.

Safety standards establish a basis for acceptable action on the part of live-in collegiate and employees. The house director should see that all repair technicians provide quality work, are reliable and bonded. They should also be supervised by the house director while working in the private areas of the house. They should not be allowed to prop doors or windows open.

The house director should walk through the house each night before retiring to see that the house is locked and secured. The house director should make sure that the house corporation president always has the current door code and/or current keys. This is especially important when the house is closed, and the house director is not present.

The director of house management, the house director and the house corporation should have a plan in place for securing the house during school breaks and the summer. The house corporation should have keys to the house and all security codes.

### *Eating Disorders and Alcohol or Drug Abuse*

If you suspect an eating disorder or another personal issue such as alcohol or drug abuse: **Do not** discuss your concerns with the individual.

Do not diagnose this woman; only a doctor or medical professional can do that.  
Do not discuss your concerns with her parents or her friends in the chapter.  
Do not use the word "sickness."

Do go to the chapter president or the vice president: social standards. Tell them your concerns, and they will handle it from there. Please remember that Honor Board is confidential, so you will not be informed of their actions. But remember, you could be helping this woman in a tremendous way.

Most campuses have a center that provides information relating to these problems and many more. Please use those resources to learn more about these problems.

If you feel that the chapter has not addressed the problem, your next step is to express your concerns to the advisory team chairman. Again, you may not be informed of their actions or the outcome, but you are doing your part to address the problem.

*The house director does not serve as a disciplinary agent within the house.* When the house director becomes aware of violations of university, Fraternity or chapter rules, she should report such violations to the chapter president, vp: social standards or advisory team chairman. Any similar situations with the staff should be relayed to the house corporation and/or the advisory team chairman.

## Required Postings

Most of the following required informational postings may be obtained by visiting the U.S. Department of Labor at <http://www.dol.gov/oasam/boc/osdbu/sbrefa/poster/matrix.htm>:

- Notice of paydays and place of payment
- Emergency phone numbers
- Workers compensation, discriminatory practices, safety and health protection posters
- Employment compensation and disability benefits rights
- Fair employment and housing act
- State and federal minimum wage
- State specific postings

## Putting it All Together

Communication and decision making are the "glue" in the management of the chapter house. Good decisions and communications lead to a feeling of trust and teamwork among employees and residents. This synergy will instill high levels of energy and enthusiasm critical to effective management.

Periodic meetings with the director of house management, chapter president, advisory team chairman and/or chapter operations adviser will often eliminate potential problem areas and complaints. The house director should feel free to request a meeting as needed to discuss problems or define chapter needs which fall within her job description.

## Delta Gamma Terminology

<b>Advisory Team</b>	A group of alumnae who advise, counsel and guide the chapter.
<b>Advisory Team Chairman (ATC)</b>	The leader of the advisory team.
<b>Chapter Management Team (CMT)</b>	A group that consists of collegiate chapter officers, who are responsible for effective chapter management and well-planned programs and events.
<b>Chapter Operations Adviser (COA)</b>	A member of the advisory team, and the adviser to the vice president: finance and the director of house management.
<b>Collegiate Development Consultant (CDC)</b>	A recent Delta Gamma graduate who is employed by the Fraternity to make chapter visits on behalf of the Fraternity. They are wonderful resources for chapters who help interpret Fraternity policy and procedures, develop programs, help with recruitment, assist in problem solving and teach leadership skills.
<b>Council</b>	Comprised of the international Delta Gamma officers elected at the biennial Convention, and conducts the business of the Fraternity between Conventions.
<b>Executive Offices (EO)</b>	The name of Delta Gamma Fraternity's international offices, located in Columbus, Ohio.
<b>Honor Board (HB)</b>	Responsible for the enforcement of the membership's obligations within the chapter. It is not solely a disciplinary board, but also assesses chapter attitudes and morale. It is run by the collegiate chapter vp: social standards.
<b>House Corporation (HC)</b>	Established to provide a suitable social environment for the collegiate chapter. HC assumes the role of landlord to the chapter, and is the employer of the house director and all other employees.
<b>House Corporation Board (HCB)</b>	Comprised of elected directors and ex-officio voting members – the ex-officio members are: advisory team chairman, local alumnae president, collegiate chapter president, collegiate chapter vp: finance and the collegiate chapter director of house management.
<b>House Corporation Employment Committee (HCEC)</b>	Comprised of an elected director of the house corporation board who chairs the committee and shall include the collegiate president (or another appointed officer) and the advisory team chairman. The duties of the Committee shall be to interview, hire, supervise and renew employment agreements with employees, as well as dismiss employees on an as needed basis.
<b>Office of Housing (OOH)</b>	Encompasses both the Fraternity Housing Corporation (FHC) and the Fraternity Management Corporation (FMC).
<b>Regional Collegiate Specialist (RCS)</b>	The liaison between Council, the advisory team and the collegiate chapter.
<b>Regional Director (RD)</b>	The team leader for the regional officers – she is also involved in the recruitment of alumnae for the house corporations and to serve as advisers to the collegiate chapters in her region.
<b>Regional Housing Specialist (RHS)</b>	The liaison between the local house corporation and the Fraternity, and the regional resources person on all housing and employment issues.