

# COLLEGIATE DIRECTOR QUICK GUIDE

## director of chapter property

All chapter sizes should have a director of house management or a director of chapter property. The director of chapter property exists when the chapter is a member of the Fraternity Management Corporation (FMC) and is typically unhoued. This position replaces the director of house management for housed chapters that are part of FMC. They report to the vice president: finance and serve on the joint chapter management team (JCMT). Depending on chapter size and structure, the director of chapter property oversees a chapter operations committee.

### RESPONSIBILITY

### RESOURCES

Annual Inventory	create/add to master inventory of chapter storage or space
Annual Chapter Wish List	instructions emailed from the Office of Housing
Chapter Cleaning Assignments	create a schedule for any shared space your chapter has
Chapter Operations Committee	<a href="#">Collegiate Chapter Officers Manual (CCOM)</a>
Collaborate with House Director	<a href="#">House Director Handbook</a>
Housing Statement of Obligation Reviews (SORs)	<a href="#">Honor Board Handbook</a> ; <a href="#">Statement of Obligation Review</a>
Manage Live In Residents, if applicable	Room Agreements (via greekbill); <a href="#">Housing Policy Waiver Requests</a>
Meeting Rooms	on campus spaces for chapter meetings and events
Review Housing Bylaws & Standing Rules with Chapter	<a href="#">Housing Premises Policy</a> ; your chapter's bylaws and standing rules (BLSR); <a href="#">Collegiate Alcohol Policy</a>

### MARK YOUR CALENDAR

- Attend JCMT meetings.
- Meet with president, vp: finance and advisory team chairman (ATC) to create your annual wish list.
- Chapter operations committee meetings (as needed, or once per term).
- Chapter bylaws review in the spring: work with the vp: finance to ensure housing bylaws are updated, if applicable.
- You will be copied on the vp: finance newsletter every other week. Make sure you read this!
- Participate in your chapter's events ... members need to see you participating!

### LINKS TO BOOKMARK

- [Anchorbase](#) (for tasks to submit, adviser contacts, etc.)
- Check out the [Collegiate Chapter Officers Manual \(CCOM\)](#) for details on the responsibilities of your role.
- 2020-2021 [Collegiate Chapter Resource Guide](#) (Changes Due to COVID-19)
- All [DG Policies](#) listing.
- Uphold the [12 Fraternity Standards](#) in all that you do.

### DIVE DEEPER

- What is FMC? FMC supports chapters that currently do not have a Delta Gamma-owned house, which allows them to obtain the resources they need to succeed. Some FMC chapters have a facility, whether it is a suite, room or university-owned house.
- Make sure you communicate the live-in expectations and benefits to members early and often, if applicable.
- Questions? Email your chapter's Regional Housing Specialist (RHS). Their contact info is in Anchorbase.