

COLLEGIATE DIRECTOR QUICK GUIDE

director of house management

All chapter sizes should have a director of house management or director of chapter property. (The director of chapter property replaces the director of house management for all chapters that are part of the Fraternity Management Corporation, or FMC.) The director of house management reports to the vice president: finance, serves on the joint chapter management team (JCMT) and is a voting, ex-officio member of their chapter's house corporation board. Their responsibilities vary depending on the chapter's housing facilities. Depending on chapter size and structure, the director of house management oversees a chapter operations committee.

RESPONSIBILITY

RESOURCES

Chapter Cleaning Assignments	create a chapter cleaning calendar
Chapter Operations Committee	Collegiate Chapter Officers Manual (CCOM)
Collaborate with House Director	House Director Handbook
Collegiate Alcohol Policy	Collegiate Alcohol Policy
House Corporation Board Member	House Corporation Handbook ; Relationship Statement Between House Corporations and Collegiate Chapters
Housing Statement of Obligation Reviews (SORs)	Honor Board Handbook ; Statement of Obligation Review
Manage Live In Residents	Room Agreements (via greekbill); Housing Policy Waiver Requests
Review Housing Bylaws & Standing Rules with Chapter	Housing Premises Policy ; your chapter's bylaws and standing rules (BLSR)

MARK YOUR CALENDAR

- Attend JCMT meetings.
- House corporation meetings.
- Chapter operations committee meetings (as needed, or once per term).
- Chapter bylaws review: occurs in the spring, partner with your vp: finance to ensure housing rules and live-in expectations are updated.
- 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!

DIVE DEEPER

- Understanding house corp: The alumnae on the house corporation board are there to help the chapter manage its property. If you don't understand something, refer to the [House Corporation Handbook](#) and don't be afraid to ask questions!
- Make sure you communicate the live-in expectations and benefits to members early and often.
- Questions? Email your chapter's Regional Housing Specialist (RHS). Their contact info is in Anchorbase.

LINKS TO BOOKMARK

- [Anchorbase](#) (for tasks to submit, house corp roster, adviser contact, 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.