

FarmHouse International Fraternity

Chapter Operations Manual



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PREFACE

The purpose of this manual is to serve as a resource to Chapters of FarmHouse International Fraternity. The manual requires critical thought on behalf of its reader to apply its suggestions and recommendations to the particular situations of the chapter. It is our hope the reader will find this manual quite useful as chapters are led and our FarmHouse International Fraternity progresses.

Leadership is a continual process and takes place as individuals work with one another. As the reader utilizes this manual, the principles presented should be understood as you become more aware of the functions, planning and control of a FarmHouse Chapter. At all times, the assistance of chapter advisors, university administrators and/or the International Headquarters Staff and Board is available and encouraged.

~The Editors

The Object of FarmHouse Fraternity

The object of our fraternity is to promote good fellowship, to encourage studiousness, and to inspire its members in seeking the best in their chosen lines of study as well as in life. Progress shall mark our every step; the spirit of congeniality shall reign at all times; and every member shall be honest with himself as with his brothers. Men elected to our membership are considered to be of good moral character, to be high in scholarship, to have the capacity for meeting and making friends, and to give promise of service to their fellow-men and to the world. To be and become such may at times require a sacrifice of time, pleasures and comforts.

I. INTRODUCTION

The Chapter Operations Manual is prepared and updated annually as a ready reference for answers to most questions concerning the organization, philosophy, policies and procedures of the FarmHouse International Fraternity. It is not, however, meant to be all-inclusive. More precise and detailed information may be secured from appropriate fraternity staff and/or volunteers and fraternity published resources.

The provisions herein are current only at the time of publication and may be reviewed, amended, or revoked following reasonable opportunity for consultation with the FarmHouse Fraternity International Executive Board or Conclave delegates.

Officer Qualifications

Those considered for any office should be qualified to hold positions of leadership within the chapters. They should be in good financial standing with the Fraternity and the Chapter and should not have experienced any disciplinary problems with the Chapter. They should have had the necessary experiences for the specific position of interest (i.e., a treasurer should know how to manage financial records, a president should know how to run a meeting, etc.). They should be available and able to hold the leadership position without negatively influencing their academic expectations with the host institution. And all Chapter leaders should be considered moral and ethical role models by their peers within the Chapter.

II. EXECUTIVE OFFICERS

Chapter Executive Committee

Article XVII, Section 1, of the International By-Laws states that *“the President, Secretary and Treasurer of the Chapter, and such others as each Chapter may designate, shall constitute the Executive Committee of the Chapter, and the Secretary of the Chapter shall be the Secretary of the Executive committee.”* Some chapters have found it convenient and advantageous to enlarge the Executive Committee to include such officers as Vice President-Recruitment, House Manager, Director of Alumni Relations, etc. The size and composition of the Executive Committee should depend upon the size and needs of the Chapter.

A quorum for Executive Committee meetings should be established. The Executive Committee provides a small policy-forming group that is easier to assemble for meetings, thus facilitating quicker decisions. It hears complaints, reviews and adjudicates fines (although some of this may officially occur through the Chapter judicial/standards board), prepares agendas for Chapter meetings, approves appointed positions and reviews the progress of the Chapter in all of its functioning areas.

The Executive Committee is simply a filtering mechanism which recommends certain courses of action to be voted on by the entire chapter. If too much power is accorded the Executive Committee, the membership may become bitter, lose interest in the decisions to be made, and will consequently become ambivalent or apathetic. The problems and tensions created by such a scenario should be avoided at all cost.

Duties as stated in the By-Laws (Article XVII, Section 2)

1. To decide all questions of discipline and decorum.
2. To act as a tribunal unto which all grievances shall be brought.
3. To act on questions pertaining to the general welfare of the Chapter.
4. To perform such other duties as may be provided by the members of the Chapter.
5. To present to the Chapter a set of regulations that shall govern the conduct of the members of the Chapter. Such regulations shall become Chapter rules upon the approval by a two-thirds vote of the members of the Chapter.
6. An auditing committee (made up of alumni) and licensed professional auditor (optional) shall be selected at the beginning of each school year. The duty of the auditing committee and the auditor (optional) shall be to inspect and audit all financial records of Chapter officers at the end of each quarter or semester and report the findings to the Chapter, the Faculty Advisory Committee and the Executive Director.

Additional duties as suggested:

1. To prepare agenda for Chapter meeting.
2. To report to the Chapter on action taken by the Executive Committee.
3. To develop a program for the Chapter for presentation and adoption by the members of the Chapter.
4. To work closely with the housemother, or resident director, so that she is/they are informed concerning the activities and operations of the Chapter.

Chapter President

The Chapter President occupies a position of opportunity and responsibility, and the member who is chosen by his peers to lead the Chapter should be proud of that fact. At the same time, he should realize that he can do as much or as little with this honorable office as he desires; he can bask in the accolades of his fellow members and maintain the status quo at his Chapter, or he can dedicate his term as President to the betterment of his organization through diligent, personal, innovative action and motivation. The choice is his.

Most chapters can survive on past laurels and accomplishments, but those Chapters that progress, grow and prosper are usually guided by a strong group of leaders. The Chapter President is responsible for cultivating that positive group attitude and leading to personal and group excellence through example. There are several functions and responsibilities, however, of which the President should be especially cognizant:

Duties as stated in the By-Laws:

1. Preside at all meetings.
2. Enforce discipline and the observance of the Constitution and by-Laws.
3. Decide all questions of order.
4. Appoint all committees not otherwise provided for.

Additional duties as suggested:

1. Serves as the official representative and voice of the Chapter at all times.
2. Provide direction and cause to be developed a clear-cut and positive program for the Chapter.
3. Set the tone and provide dynamic leadership for the Chapter.
4. Undergird the efforts of all officers and committees.
5. Make certain other officers and committees carry out their duties and responsibilities. Work closely with the housemother, or residence directors, to obtain counsel, comments and suggestions for the betterment of the Chapter.
6. Handle correspondence with the International Office promptly.
7. Handle arrangements for consultation with a member of the International Executive Board or the International Staff.
8. Work closely with officer of the Association and counsel with them frequently.
9. Seek counsel of the faculty and chapter advisors.
10. Serve as chapter liaison to outside publics, including the University and fraternity affairs administrator.
11. Serve as chair of the chapter Executive Committee.
12. Accept legal responsibility for the decisions and activities of the Chapter.
13. Submit a detailed and chronologically arranged report to the person who succeeds as President.

Relationship with the Regional Advisory Council Mentor – Each Chapter is assigned a regional volunteer advisor who will conduct a consultation visit to the chapter, maintain monthly contact with the chapter, association and advisors and help provide resources, ideas and support to help the chapter achieve its goals and help meet the standards/expectations of the International Fraternity. This RAC is the link with the International Fraternity and is an invaluable sounding board for the Chapter President's problem situation decisions.

Relationship with Educational Leadership Consultant - Each Chapter is assigned a staff educational leadership consultant who is responsible for serving as a resource for your chapter. The consultant will make at least one targeted programming visit to your chapter annually, utilizing the Chapter Award of Excellence as the focus of the visit and helping provide ideas, resources and support for the chapter to succeed. He will provide presentations on risk management and another program of the chapter's choosing during his visit. He will also maintain regular contact with the chapter to assist the chapter in whatever ways possible.

Relationship with Association - The Association is a group of interested FarmHouse members who usually hold title to the Chapter property and oversee the long-term running of the Chapter. The association exists to provide aid and counsel to the undergraduates. The Chapter President is responsible for reporting the state of the Chapter to the Association, and seeing that the rent is paid to the Association (except in some unique cases). The legal relationship is one of landlord and tenant, renter and rentee, but the Chapter President should establish an amicable working relationship with the Association officers; they can be valuable resources and provide important, seasoned guidance to the undergraduate officers.

Special Relationship between the Chapter President and Other Officers. While proper function of the Chapter will require responsible leadership and fulfillment of duties by all officers, it is ultimately the Chapter President who must ensure that everything gets done. He must lead the Chapter's leaders. His job is to coordinate, not berate. It will be necessary for the Chapter President to be cognizant of the duties of each officer, as described in the following pages.

Vice President - Finance

Perhaps the most fundamental area of Chapter management and the one with which many Chapters seem to have the most problems is money management. Traditionally, some chapters have combined the role of Chapter Treasurer and Chapter Business Manager, while others have separated these into two offices. For purposes of this manual the two are combined and will be addressed accordingly as Vice President - Finance.

The Vice President - Finance has responsibility for all the financial affairs of the Chapter. His main responsibility is the preparation of a budget and maintenance of that budget. In order to maintain the budget, it is necessary that the Vice President - Finance work closely with the Director of House Operations, Director of Administration, kitchen manager, cook and housemother and other officers who are provided with budgeted funds to ensure prudence in the maintenance of their budgets. In particular, the VP - Finance, the Director of House Operations, Kitchen Manager and the cook must keep close tabs on the kitchen account as it is usually the largest account in the Chapter. Because of this, a large mistake in the maintenance of the budget of this account can have severe effects on the Chapter.

A budget and current financial statement of the Chapter should be posted at the appropriate times - the budget at the beginning of the year, and the financial statements at the close of every month. Along with this, the VP - Finance should explain to the members of the Chapter what moneys are being appropriated for, and how they are being spent. This is especially important at the beginning of the year when the VP - Finance presents his budget and projected house bill for approval by the Chapter members. The Brother who is informed and knowledgeable about what his moneys are going for will be more inclined to pay his Chapter bills on time. Another advantage of doing this at the beginning of the year, at the time of membership recruitment, is it may be a good time to push for additional members so that the Chapter bills could be reduced.

There is no secret to maintaining a budget; it only comes through close supervision of all accounts. A problem that has become increasingly more common with Chapters is the growth in Accounts Receivable owed to the Chapter by the undergraduates and sometimes recently graduated brothers. This problem affects the Chapter in a number of ways, both fraternally and financially. It is the duty of the VP - Finance, then, to create a policy for dealing with Accounts Receivable, obtain approval for the policy from the Executive Committee and Chapter, and enforce it.

Duties of Treasurer as stated in the By-Laws:

1. To receive and hold all funds of the Chapter and to disburse them upon order of the Chapter.
2. To render monthly to the Chapter, to the Chapter Advisory Committee, and to the International Headquarters, a summary report of his collections, disbursements, accounts receivable and bills payable. To furnish similar information to the Business Manager (if a different officer) at any time upon request.
3. Shall remit annually payment for chapter's portion of blanket bond/crime policy protecting the chapter in the event of embezzlement or misappropriation of funds.

Recommended duties:

1. Work closely with successor and provide him a complete schedule of the activities of the Treasurer.
2. Submit books to Auditing Committee and/or auditor for yearly audit.

Duties of Business Manager as stated in the By-Laws:

1. Make all purchases for the Chapter.
2. Employ all help needed.
3. Make a report at the call of the President.

Additional duties suggested:

1. Purchases for the Chapter.
 - a. Items to purchase.
 - b. Place of purchase; name and place of business.
2. Where there is a House Manager, outline work with housemother and cook in planning meals.
3. Information for prospective initiates.
 - a. Rules of the Fraternity and Chapter.
 - b. General house operating procedure.
4. House Clean-Up
 - a. General clean-up work items.
 - b. Assignment of jobs.
5. Repair and maintenance jobs to be performed in spare time.
6. Items for the business meeting.
7. When retiring from office, leave a complete work schedule and report for the new Business Manager.

Vice President - Recruitment

The very first step to a successful recruitment is the election of a competent Vice President - Recruitment. Recruitment is possibly the single most important program of the Fraternity and should be denoted as such by including the Vice President - Recruitment on the Executive Committee and making this office one of prestige and honor. Without a competent Vice President - Recruitment, the Chapter may not do as well as anticipated in membership recruitment. This is a key position for the success of any Chapter. Several traits that one should look for in a Vice President-Recruitment are:

- Well-organized, friendly, sincere and a respected leader.
- A diplomat, a self starter, a man who truly desires to do the job and one who pays attention to details.
- Able to communicate and express himself clearly.
- Able to devote ample time to his recruitment responsibilities throughout the year, especially during the summer.
- One of the most responsible brothers in the Chapter.

Obviously this list is not all inclusive and each Chapter needs to decide for themselves what characteristics they feel their Vice President - Recruitment needs to possess.

Duties of the Vice President-Recruitment:

1. Chair the committee to conduct all recruitment activities by the Chapter. He should be responsible for conducting a 365-day recruitment program.
2. Responsible for enforcing University and FarmHouse rules and policies as they pertain to recruitment events.
3. A fairly uniform balance among the various curricula is ideal.
4. Keep in contact with alumni for recommendations of potential recruits.
5. Determine a potential recruit's grade point, his activities, and college interest before any action is taken. The recruit should be invited to the Chapter as often as necessary to determine this information and for the Chapter members to get to know him.

Once the Vice President - Recruitment is selected the second step in organizing a successful recruitment campaign is to provide the Vice President - Recruitment with assistance and input. A staff must be formed to create and implement the recruitment program. As two heads are better than one, so are four better than two, and so on. The recruitment program must appeal to a diverse group of recruits; it therefore must also appeal to the entire Chapter and reflect many thoughts. This position needs all the input, ideas and help he can get.

Chapters vary widely in the ways they meet these needs. After selecting a Vice President-Recruitment some appoint several co-recruitment chairs; others coordinate recruitment through their executive committees; still others have the Vice President-Recruitment appoint a Recruitment Committee. Whatever style of the organization you implement, the basic idea is to utilize hard-working men who represent the diversification of your Chapter and who will be able to influence and activate the entire organization. Keep the committee small enough to avoid confusion, but large enough to insure individual members are not over-loaded. Divide the work and assign someone to each area. But remember this: the Vice President - Recruitment has the ultimate responsibility for organizing, coordinating and implementing the total program.

Director of New Member Education

The development of our members is one of our essential purposes as a fraternity. New Member Education is the foundation of membership development. It allows for the continuation of our purpose. Membership education allows us to *Build Men*, taking men worthy of our ideals and educating them to the necessity of intellectual, physical, spiritual, moral and social development. With new members, our purpose is not to mold or train a new member, but to educate him to develop his own qualities and characteristics of excellence. If this program instills in our new members loyalty to FarmHouse, an understanding of the fraternity's values and a desire to live by those values and concepts upon which it was founded, then we have fulfilled our purpose.

With hundreds of hazing deaths in recent decades, many national and international fraternities of the North-American Interfraternity Conference have studies examining alternatives to pledging as a means of fighting hazing and ensuring the survival of the fraternity movement. At least four have concluded that ending pledgeship as a prerequisite to membership is in the best interest of their fraternity. Yet, others have concluded that doing away with pledging would have little effect on hazing. Many others are still studying the various options. FarmHouse, in an ongoing study of the matter, has leaned away from ending pledging and towards a further strengthening of a comprehensive member education program.

The New Member Education program detailed will enhance the lives of the new members and produce a sense of pride and accomplishment for you and the Brotherhood. The Director of New Member Education must be very discriminating in executing this program so it is well-rooted intellectually, socially and morally. Every FarmHouse new member is entitled to the best fraternity education and fraternal experience possible. It is the responsibility of the Director of New Member Education to coordinate the efforts of the entire Brotherhood to make certain that right is fulfilled. It can not be overstated that the responsibility of membership education is among the most important in the Chapter. The tireless efforts and dedication in fulfilling the duties of this position will result in a successful new member education program, a strong Chapter, and ultimately, a greater FarmHouse Fraternity.

New Member Education

The basic objective of a New Member Education Program is to prepare the individual for assimilation into the Brotherhood as a functional Chapter member and can be achieved by:

1. Orienting the new member to the University community and to the academic environment (this is particularly important for those Chapters who recruit first-term freshmen).
2. Providing for the growth and development of the new members as an individual and as a Brother.
3. Instilling with the new member the goals, purposes and ideas of FarmHouse Fraternity.
4. Making the new member aware of the history and heritage of FarmHouse International Fraternity and of the local Chapter.

A summary of important principles to keep in mind with regards to the New Member Education Program includes:

- Meeting the New Member Education Program objective requires the support and involvement of every Chapter member.
- The Director of New Member Education is an educator, a “helping person”, not a “trainer” or “task master”.
- A Membership Education Committee serves to broaden Chapter involvement in the new member education program.
- Hazing is not in keeping with the *Building of Men*.
- Using the new member class as a janitorial force is counter-productive to building brotherhood; new members and actives working together result in a clean house and a sense of responsibility and pride.
- A properly functioning Big Brother-Little Brother program may well be the most important part of a successful New Member Program.
- Program Content is crucial to the success of the New Member Education program.
- Six (6) to Twelve (12) weeks is the recommended timeframe for a new member program.
- A detailed syllabus outlining expectations, meeting dates, guest speakers, etc., should be provided to all new and Active members.
- Organizing around building men intellectually, spiritually, socially, morally, and physically is an excellent way for a FarmHouse Chapter to bring a plan and a purpose to its New Member Program.
- Constructive criticism of each new member by the Active Chapter should occur only in a manner which is constructive and does not demean anyone. The new member should be encouraged to provide the Chapter with feedback on the New Member Program and the Chapter in general.
- The New Member Education Program should be thoroughly evaluated at least every other year, preferably after each new member class.
- The New Member Education Program should complement the Total Membership Education program.

Recommended Duties of the Director of New Member Education:

1. Organize a program to acquaint new members with the rules and policies of the Chapter, how business is handled and various facilities available at the House.
2. Provide each new member with the Fraternity’s Membership & History Handbook and the local chapter’s New Member Education Handbook.
3. Assume responsibility for providing the new members with knowledge of FarmHouse - locally and internationally - and of the University.
4. Assume responsibility for the conduct of the new members. Set the exemplary example.
5. Serve as an intermediary between members and new members.
6. Seek ways to make membership education a stimulating learning experience.
7. Assist each new member in personal growth and development
8. Leads New Member Education Committee and document activities. It is the responsibility of the committee to see that the new members achieve their expectations and that the Brothers fulfill their requirements to the new member class.

Additional suggestions:

1. Invite speakers from the University and community.
2. Invite outstanding alumni to visit with and speak to the new members.
3. Help plan, in conjunction with housemother, social activities.
4. Be informed of time and scope of all planned activities by the new members.
5. It must be clearly understood that hazing is not a part of the art of building men.
6. Provide successor with a complete report of the activities.

The Role of the Chapter

A successful New Member Program depends on the involvement of each Chapter member. This means not only taking an active interest in each new member and new member class, but also taking an active interest in the philosophy and over-all goals of the local Chapter's New Member Education Program. The whole Chapter should be involved in determining the specific activities and programs which are used to accomplish the overall goals, and in evaluating and modifying the program as it continues through the years. The retreat or lock-in is an excellent setting for the development of, or periodic in-depth review of, the New Member Education Program. The following Management by Objectives steps would be an excellent format for a Chapter to use in focusing on its New Member Education Program:

- Identify goals and objectives.
- Identify the program and activities needed to achieve these goals and objectives.
- Identify the resources available.
- Plan and carry out the programs and activities
- Evaluate.

Big Brother Program

A very important part of the New Member Education Program is the Big Brother. Regardless of what name your Chapter uses for these Brothers, who have a very special interest in a particular new member during his participation in the New Member Program, the goals of the program are the same. The relationship between a Big Brother and a Little Brother often lasts much longer than the new member education period. It becomes meaningful to each during both undergraduate and graduate years. The Big Brother should not only see that his Little Brother becomes an initiated member, but that he experiences a strong collegiate experience, receives his degree, and lives a healthy and happy life. The Brothers in the Chapter who are not Big Brothers also have a very important responsibility. New member education is the concern of the entire Chapter, not only the Director of New Member Education, the committee, and the Big Brothers. Every Brother should have an interest in every new member.

Goals of the Big Brother Program:

1. To develop good members of the Fraternity.
2. To assist in the academic transition between high school and college.
3. To help orient the new members to fraternity and college life.
4. To enhance fraternity education for both Actives and new members.
5. To provide a communication link between the Chapter and the new member.
 - a. Communication with Actives.
 - b. Provide a role model for behavior and socialization.
 - c. Provide a positive avenue for discipline.
6. To ensure the initiation of each new member.

A Big Brother has daily responsibilities to fulfill with his Little Brother. He must provide counsel, help with schoolwork, urge participation and be a friend. It is crucial that the New Member Education Committee establish specific goals for the Big Brother Program, so that all the Big Brothers are aware of the level of expectation they must maintain to have a Little Brother. Ideally, it is hoped that each Big Brother and Little Brother will develop a close personal relationship. This is the very essence of fraternity, the basis for lifelong friendship and the true meaning of fraternity.

Big Brother Selection Process

The selection process for Big Brothers should not be hasty or random. The Big Brother and its intent should be reviewed during the first week of the program. After a full understanding and a conscious decision, Big Brother selection should take place during the second week. Each new member should list his first three preferences for a Big Brother. The Director of New Member Education and his committee will match the Big Brothers with Little Brothers using proper judgment. Prior to the Big Brother announcement, to be given during the third week, all members selected to be Big Brothers should be asked if they are willing to participate.

There are a number of criteria which should be taken into account in the selection process. These criteria should be reviewed with the new members prior to their listing of Big Brother preferences. These criteria should also be used by the Director of New Member Education and his committee during the matching process. The following is a list of criteria to be used as a guide in formulating your chapter's own list. It is by no means exhaustive, but it should help in making a better decision.

- The same or similar majors or curriculums should be matched in order to help foster a relationship which will allow the Big Brother to assist the Little Brother in his studies.
- Academics: Select Big Brothers who will have a positive influence academically on the new members.
- Dependability: Select Big Brothers who have proven themselves dependable in fraternal and academic endeavors. Use past Little Brother results as possible indicators.
- Attitude: Strong role models with the proper attitude should be selected for the Big Brother positions. Poor and negative attitudes have a strong possibility of being transferred to Little Brothers.
- Personality: Big Brothers and Little Brothers should have complementing personalities. Communication, style, and sense of humor should be matched.
- Graduation date: No Members who are expecting to graduate in the coming few months should be allowed to be Big Brothers, as this would not allow for the proper amount of exposure to the Big Brother program.
- Interests: Similar hobbies and interests should be used as a criterion, as they can automatically stimulate a strong friendship.
- Home towns: Brothers and new members from the same hometown or who are currently very good friends should not be matched. The Big Brother program is designed to promote diversity and create new friendships.

Big Brother Responsibilities

In order to make the Big Brother an effective part of the New Member Education Program, he must have specific responsibilities. They should be written and included in the chapter's Big Brother resources. The following is a list of expectations and responsibilities which should serve as a guide in helping you developing the chapter's own list.

A Big Brother should:

- Be in good standing with the Chapter
- Serve as a positive role model for the Little Brother
- Have similar fraternal and personal interests
- Monitor academic performance
- Monitor fraternal progress and involvement
- Assist in the Little Brother's social adjustment
- Establish a relationship with the parents of the Little Brother
- Act as a sounding board when needed
- Help the Little Brother adjust to the new collegiate environment
- Help the Little Brother in making decisions without doing it for him
- Give introduction and explanation for Chapter customs
- Hold weekly meetings with the Little Brother
- Assist his Little Brother with learning all new member materials
- Help his Little Brother develop an appreciation for the fraternity's ritual.

A Little Brother should:

- Choose a Big Brother who will serve as a good role model
- Not select a best friend, but an ideal person to emulate
- Demand continual involvement from his Big Brother
- Be able to turn to his Big Brother with difficulties
- Use his Big Brother as a link for fraternal, academic, and social issues
- Expect to receive all responsibilities listed above from his Big Brother

Director of Alumni Relations

Chapters often want to minimize the importance of alumni relations. Some see it as an unnecessary burden or unimportant to develop programs that involve alumni. Other chapters view the Director of Alumni Relations as a “minor” officer position or one filled by freshman or sophomore members. History has proven, however, that successful chapters are backed by strong alumni associations and alumni who play a vital role in the operations and success of the chapter.

Duties of Director of Alumni Relations:

1. Responsible for ensuring at least two newsletters are distributed to all alumni, parents, administrators annually. The newsletter should be filled with half chapter news, half alumni news. The Director of Alumni Relations should work closely with an alumnus as co-editors of the newsletter.
2. Responsible for maintaining chapter membership database with the Director of Administration
3. Responsible for working with the FarmHouse Association to develop programs and coordinate Founders Day, Homecoming and other alumni events.
4. Works with Director of New Member Education and FarmHouse Association to coordinate an Alumni Mentoring/Alumni Big Brother program.
5. Works with other chapter officers and Association to determine ways to involve alumni with the chapters’ programming and operations, examples include:
 - Recruitment – recruitment events hosted by various alums, resource for names of recruits, recruitment workshop facilitation;
 - New Member Education – programming: study skills, scholarship, roles of Association/advisors, etc.
 - Total Member Education – programming: careers, risk management, etc.
 - Finance – alums serving on audit team, finance team, oversee VP – Finance

Do not hesitate to use alumni as a resource for bettering the members’ education. Alumni make excellent guest speakers, and can also help with resumes, practice interviews for jobs, time management, internships, etc. Activities such as initiation can be enhanced by inviting Alumni to attend and participate. This helps the undergraduate Brothers and initiates to see that FarmHouse is a life-long commitment.

The key to Alumni Relations is keeping Alumni informed and involved. The Chapter must ask for their support and guidance. Meet with the Alumni Association and other interested Alumni on a regular basis; they can play a large part in solving many a Chapter’s problems.

Remember that a strong Director of Alumni Relations must be creative in his approach. He must be able to recognize any and all opportunities for involving Alumni. If done well, the Chapter will get active, involved alumni who are as excited about FarmHouse as you are.

Director of Administration (Secretary/Committees/Website/PR)

For many chapters the traditional roles of Vice President and Secretary have proven to be outdated. The reality was many other offices required more of a time commitment and were more important to overall chapter success. In re-distributing the job responsibilities of the various officer roles, a natural revised structure is for a Director of Administration to take on some traditional roles of a Vice President position and a Secretary position, along with responsibility for PR and the chapter's website.

A well-prepared Director of Administration should have the following characteristics:

- Have some typing skills, for nothing rolls eyeballs more than a letter hand-scribbled on a torn out piece of binder paper.
- Be an organized note-taker. (There are various publications on taking notes for classes and meetings at your local college bookstore.)
- Be punctilious and scrutinize all pieces of official correspondence originating at the Chapter.
- Be a good communicator in the written medium. The Director of Administration should know the difference between writing a letter to the President of the University and a thank you note to the head of the Mom's Club.

Duties as Stated in the By-Laws:

1. To keep a record of all proceedings of the Chapter and Executive Committee meetings.
2. To send to the International Executive Director a report in duplicate, together with remittance for international initiation fees, immediately following each initiation.
3. To return to the International Executive Director the chapter membership report (Term Report) in duplicate, together with the remittance of international dues for the quarter or semester. The computerized report should be submitted to the International office within the first 30 days of the semester/term.
4. To cooperate with the Association Secretary and the International Executive Director in all matters of mutual concern to the Chapter, Association and International Office.

Additional duties of the Director of Administration shall include:

1. Serving as the overall coordinator/record keeper of the chapter's strategic plan and supervising necessary committee structures.
2. Coordinating all public relations efforts of chapter – including sending press releases to local/campus newspapers and notifying the media regarding positive PR opportunities – and submit items to FH International for Pearls & Rubies.
3. Coordinating the Chapter's Website – and working with Chapter Technology Team to ensure that the site is regularly updated.

The Director of Administration is the man behind the scenes dealing with the official work of the Chapter, who may not get all the pats on the back that he deserves. However, a Chapter without a responsible Director of Administration may quickly tumble to the wayside. Accuracy and promptness are requisites to the proper functioning of the International Headquarters. The Director of Administration forms the link between the Chapter and the International organization. Upon the Director of Administration falls most of the responsibility for keeping the relationship between the two units moving forward as it should.

When a letter is received from any source, it is both courteous and necessary to good business operations to reply to it as soon as possible. A large majority of the Chapter Director of Administration's job will be correspondence with:

- Other chapters -, i.e., invitations to social events and intercollegiate athletic competitions, initiation and alumni gatherings. Avoid informality when writing to a neighboring chapter, especially when inviting them to a formal social event.
- Correspondence with the International Office - he should coordinate with the Chapter President and Chapter Treasurer/Business Manager reports to the International Office, receive mail from the International Office and see that it gets to the right person and must insure that a reply is forthcoming in a reasonable time.
- Other fraternal organizations on campus - thank you=s and memos, etc.
- Reports to the University Fraternity Affairs advisor/director and other organizations the Chapter may be involved in.
- Alumni - follow up on rushees who have been recommended to the Chapter, (i.e., what has happened), thank you=s, invitations, etc.
- Minutes of Chapter Meetings and Executive Committee Meetings should be compiled and distributed electronically to chapter members, advisors and association leaders within 24 hours of the meeting.

Initiation Reports

- Make three copies. Keep one - send two to the International Headquarters. (These forms are provided by the International Headquarters)
- List names alphabetically.
- Give full name plainly and exactly as initiate wishes it to appear on his membership certificate.
- Give complete permanent home address and zip code. The post office requires the use of box numbers, route numbers, and/or street address when available.
- Indicate those who do not wish to have their membership certificate plaqued. They will be plaqued unless instructed otherwise.
- Send report to the International Office immediately following the initiation (within 30 days).

Jewelry Orders

- All requests for official jewelry are placed on the order forms provided by the International Headquarters. Use only the jewelry order forms that are current. Keep the last copy and send the others to the International Headquarters.
- Orders should bear the name of the responsible individual at the Chapter house address.
- Please indicate on the jewelry order form whether the back of the badge is to be engraved. The charge for engraving is indicated on the jewelry order form.
- Checks must accompany jewelry order. Send both to the International Headquarters for processing.

Plaquing Certificates

- FarmHouse membership certificates will be plaqued and charged to the Chapter unless instructed otherwise.
- As a service to FarmHouse members, other kinds of certificates can be plaqued. These certificates are to be mailed to the International Headquarters for processing. Members will be billed at cost plus shipping charges.

Term Reports

The Bylaws state that the term report is due in the International Headquarters within 30 days following the start of each semester or term. The International Headquarters will send each Chapter a computerized report soon after the start of each semester/term. Instructions will be attached to each report. Transfer students should be reported by both Chapters involved. The home Chapter reports the man as withdrawn (WDN) indicating the Chapter to which he has been transferred. The new Chapter reports the transfer's name on the form with the former Chapter noted in parentheses after the man's name. A letter of recommendation should be sent to the new Chapter by the transfer's home Chapter. A copy of this letter and the letter of acceptance of the new Chapter should be filed with the International Headquarters. All undergraduate Actives and new members who are in school are required to pay International Dues regardless of their place of residence on the campus. Please make checks payable to: FarmHouse Fraternity. Signatures of faculty advisors must appear on the report.

Election of Officers

Immediately following the election of officers, the outgoing Director of Administration should send the list of newly elected officers to the International Headquarters.

Faculty Advisors

The Director of Administration is to provide the International Headquarters with names of Faculty Advisors at the beginning of the new school year and any time there is a change in the Advisors.

Associate Members

- Chosen from non-fraternity faculty or non-fraternity laymen who are interested friends of FarmHouse.
- Associate members are considered as alumni at once and do not pay term or semester dues, but do pay the same initiation fee as undergraduates.

Darl E. Snyder Award Certificate

- The Darl E. Snyder Award is awarded to an *alumnus* who has made significant contributions to the members of the Fraternity.
- The Darl E. Snyder Award Certificate is ordered through the International Headquarters.
- Order should be placed by the Secretary or other appointed member and the name is kept secret until the time of making the award.
- In placing the order, give the following information:
 - Alumnus' name as it should appear on the certificate.
 - Name of Chapter.
 - Handwritten signatures of the Darl E. Snyder Award Committee.
- A bill for the certificate will be mailed to the Chapter from the International Headquarters.

Doane Award Certificate

- The Doane Award is given to the outstanding *Senior* of each chapter. This is the only international award given to individual chapter members.
- To be ordered by the Association for presentation to an outstanding senior Chapter member.

Report for Successor

When retiring from office, leave a schedule of duties and responsibilities for the newly elected Director of Administration.

Director of House Operations (House Manager)

The maintenance of the physical plant which embodies our Chapters and which represents the home of those Brothers who came before us, as well as those who will join in our bonds in the future, is an important obligation that you assume in membership in FarmHouse Fraternity.

Most of our houses are owned by the local FarmHouse Association and are leased to the undergraduates on an annual basis. A rental agreement stipulating monthly or annual rent payments and maintenance/security arrangements should be executed between the two groups. Some Chapters have physical plants that are owned by the University or an outside agency. In these cases, a lease agreement is normally executed which will contain a payment schedule as well as maintenance/security responsibilities.

The choice of a Director of House Operations should include the following criteria:

- A self-motivated Brother who has a strong sense of organization and is a stickler for details
- A responsible, respected Brother who is cognizant of lease-maintenance agreements, and displays some practical knowledge of or ability in handling carpentry/electrical/plumbing problems
- A Brother who is capable of keeping the Chapter's public room areas clean on a day-to-day basis and can organize/delegate/motivate the Brothers for work/clean-up functions

A successful Director of House Operations might consider the following:

1. Establish a committee within the Chapter for the purpose of establishing rules governing the use of the Chapter house; procedures for and frequency of cleanups, etc.
2. Coordinate with the VP - Recruitment, Director of Alumni Relations and Social & Brotherhood Chair concerning special events to ensure that the Chapter will be in the best possible shape
3. Develop a manual or guide for future Director of House Operations' designating major system vendors, security matters, any established rules or policies. Important information of a "do-don't-stay away from-ensure that" nature provides continuity
4. Be aware of the members of the University staff and Association who can be of assistance or who should be notified in case of problems regarding the physical plant major systems/security/insurance
5. Coordinate with the Association concerning areas of financial responsibility regarding maintenance of the physical plant and any major projects
6. Work with the Chapter Vice President – Finance to determine what the year's budgeted maintenance figure will be.
7. Purchase standard supplies in bulk to obtain greatest discount
8. Create with the Association and the college administration security arrangements and responsibilities for vacation periods

Director of Risk Management

Chapters, Associations and the entire Fraternity have too much at risk to simply allow risk management to be an afterthought for chapter presidents and executive boards. Chapters need someone who is able to look at every action of the chapter from an outsiders' point of view.

Duties of the Director of Risk Management should include:

1. Develop and adhere to a risk management plan
2. Develop and make all aware of a Chapter Crisis Management Plan
 - a. to include how chapter will address major alcohol violations, drugs, sexual assault allegations, death, suicide, serious injuries
 - b. to include chain of command and contact list of advisors, association, university officials, FarmHouse International, parents, all brothers' info, police, fire, university counseling services, churches in area, etc.
4. Create and oversee risk management committee, which helps prepare for events, review plans/actions of the chapter and members and holds people accountable to policy. Risk Management committee may double as Standards/Disciplinary Board
5. Make sure risk management seminar takes place one semester, alcohol awareness seminar the next (make sure workshops provide real-life scenarios that brothers/officers might have to deal with)
6. Ensure Risk Management/Alcohol Verification Forms are submitted to FH International each semester
7. Review T-shirt designs before printed and review/approve theme party ideas
8. Ensure that the chapter treasurer is meeting chapter's IRS responsibilities by filing Form 990 annually and fulfilling responsibilities as an employer with housemother and cook
9. Review plans for all social events with Social & Brotherhood Chair and his committee to ensure compliance with FH and FIPG policies
10. Meet semesterly with each officer who has risk management-related responsibilities (president, recruitment, treasurer, new member educator, house manager, kitchen manager, social/brotherhood chair, etc.)

Director of Scholarship

The Director of Scholarship has a responsibility to coordinate the academic activities of the entire Chapter; that is, he should develop an atmosphere conducive to study within the Chapter House. This can be accomplished, for example, by creating or improving study facilities, enforcing quiet hours, establishing a quiz file, etc. He should promote a general awareness of the importance of scholarship to individuals in the Chapter and to the Chapter as a whole. While there are many tried and true ways of encouraging scholarship, the Director of Scholarship is urged to give serious thought to the needs of his Chapter's academic program and to innovate wherever possible.

The following is a general, although by no means exhaustive, list of what a good Director of Scholarship might do:

1. Early in the year, discuss the various scholarships available through the FarmHouse Foundation and the host institution
2. Have application materials for the FarmHouse Foundation and host institution scholarships on hand
3. At the beginning of a semester/quarter, make arrangements for a Speaker Series
4. Develop a library within the Chapter House that will make all the Brothers proud
5. As part of the New Member Education Program, speak to the new members concerning scholarship and the responsibilities of the Director of Scholarship
6. If desired by the Chapter, help establish and enforce "quiet hours."
7. Periodically make comments at Chapter meetings relative to scholarship
8. Generally encourage good scholarship

III. SUPPORT OFFICERS

Social & Brotherhood Chair

The social events of any fraternity provide a regular link to fellow students and other members of the college community. Internally, social activities are an opportunity for camaraderie and group enjoyment; externally, such events can improve the campus image, highlight the Chapter, and even upgrade relations with certain constituencies such as potential new members, Alumni and University faculty and staff.

The Social & Brotherhood Chair is responsible for the planning, organization, and most importantly, the effect of the social program. An unorganized social program or an irresponsible Social and Brotherhood Chairman can be disastrous to a Chapter's finances and its campus reputation.

The choice of a Social & Brotherhood Chair should center around the following criteria:

- An upperclassman knowledgeable about the social likes and dislikes of the Chapter
- A self-disciplined Brother with a strong sense of organization and financial management
- A responsible Brother who is cognizant of the legal liabilities inherent in all fraternity activities
- A respected Brother capable of uniting the various Chapter personalities around the social event.
- A creating thinker who is willing to make a social function more than a "beer and tunes" party.

Duties of the Social & Brotherhood Chair:

1. To oversee all social activities with the help of a Social Policy Review Committee
2. Provide an escort for the Housemother whenever and wherever she desires to attend campus and community functions
3. Schedule all social events such as exchange dinners and dessert exchanges
4. Keep the Chapter posted on all college social events
5. Encourage participation in social activities
6. Represent the Chapter at social council meetings
7. Arrange for chaperones for all special Chapter functions
8. Take all social problems of the Chapter to the office Fraternity Affairs or other responsible official in the University
9. Help keep social events running smoothly
10. With the aid of the Housemother, inform Members and prospective members of proper etiquette
11. Assist prospective members and Members with social problems which occur
12. Maintain a close and informed relationship with the Housemother
13. Plan special programs, such as Mothers' and/or Parents' Weekend, Sweetheart Dinner, Legacy Dinner, etc.
14. Pass to successor a complete list of the activities of the Social and Brotherhood Chair

The successful Social & Brotherhood Chair will consider the following when planning a function:

- Familiarizing himself with campus and local social regulations. This includes permits, age restrictions, alternative beverage and food choices, etc.
- Scheduling Brothers for purchases, deliveries, set-up, security, and cleanup.

Community Service/Philanthropy Chair

The terms philanthropy and service are not interchangeable within a chapter. Webster's dictionary defines philanthropy as "goodwill to fellowmen; an active effort to promote human welfare; a philanthropic act or gift." Far too often campus fraternities and sororities veer off the path from this definition with philanthropies. While FarmHouse chapters are encouraged to create unique campus-wide philanthropy events to raise money for worthy causes, our preference is that time be devoted to meaningful community service initiatives that have a lasting impact on the members and those you serve.

Philanthropy is the cornerstone for many fraternities, and fund raising and hands-on service is the means by which we meet our philanthropic goals. Fraternities and sororities are increasingly raising money and spending time in their communities for national charitable causes. The average fraternity man today is raising nearly twice as much money and devoting almost double the time to community service as the average fraternity man did ten years ago. Coordination of a philanthropy or community service project is not as easy as simply picking a date and a place for the event. The Community Service/Philanthropy Chair has an opportunity to be a strong leader within the chapter as his programs and activities are key to every member's involvement in the Chapter. For information relating to specific philanthropic/service projects in your area, contact your Fraternity Affairs office at the University.

Duties of the Community Service/Philanthropy Chair:

1. Encourage, coordinate and track hours of community service efforts of individual chapter members
2. Coordinates at least two chapter-wide community service projects annually
3. Helps coordinate and organize the chapters' local Philanthropy to be benefit an outside charitable organization of the chapters' choosing
4. Organize the chapter's involvement in the FarmHouse Promise of Service Week
5. Coordinates the chapter's participation in other fraternities and sororities philanthropy projects

Kitchen Manager

The Kitchen Manager is responsible for all the operations of the management of the kitchen and dining rooms. The work should be supervised by the Chapter Vice President-Administration and the Chapter Treasurer, as the Kitchen Manager's work controls a substantial portion of the Chapter's finances and strongly affects the day-to-day Chapter morale.

The Chapter with foresight will train a Kitchen Manager in an Assistant Kitchen Manager position. Managing a kitchen is a technical skill that takes time to learn. The Assistant Kitchen Manager should become well versed on the operation of the dishwasher and other mechanical instruments used in the kitchen; requirements for the health and fire codes; setting up for formal dinners; and the responsibilities for the whole kitchen staff.

Criteria for a Good Kitchen Manager:

1. **Patience and Listening Skills** - The Kitchen Manager is the liaison between the cook and the Brothers of the Chapter. All food complaints should go through the Kitchen Manager, rather than directly to the cook. When the cook is trying his/her best to satisfy the taste buds of the entire brotherhood there is no way that he/she can be expected to please everyone in the Chapter. As long as they are pleasing the greatest majority of the Chapter they should be appreciated for this and not bothered by petty complaints.
2. **Good Decision-Maker** - The Kitchen Manager will have to make choices that might upset some of the Brothers who enjoyed that open-door, munch-all-you-can kitchen policy. When making a decision to ration the peanut butter for certain hours, the Kitchen Manager must get support from the rest of the Executive Committee. He must be firm and ready to justify all kitchen-related decisions.
3. **Responsible Boss** - The Kitchen Manager will have a staff of dishwashers and hashers working under him in the kitchen. In order to run an efficient business, he must go over the rules and regulations with the staff and periodically hold job evaluation interviews, especially with those in paid positions.

Duties of the Kitchen Manager:

1. Plan meals with the aid of Housemother/RA and cook or some other competent person.
2. Work closely with the VP – Finance to insure availability of adequate food materials.
3. Coordinate kitchen crews, kitchen clean-up schedules/responsibilities.

Total Member Educator

Far too often chapters historically have placed their collective educational focus on new member education. Chapters must understand that if your chapter educational experiences end after one semester you'll quickly lose the focus of the chapter. A strong total membership education program with concentrated involvement of alumni from the chapter can make a big difference in keeping juniors and seniors active in the chapter and preparing brothers for the real world.

Duties of the Total Member Educator:

1. Poll all members to determine what kind of programs brothers are interested in.
2. Determine whether education programs are best geared towards specific classes (fresh, sr, etc.) or are of general enough interest for each class.
3. Plan chapter-wide educational programs on social issues, personal improvement issues and career networking/development annually.

Chaplain

An important role in our chapters is that of the Chaplain. One of the many ways in which FarmHouse Fraternity *Builds Men* is Spiritually. The Chapter Chaplain serves a key role in the organization and presentation of the spiritual program of the Chapter.

Duties of the Chaplain might include:

1. To be the spiritual leader of the Chapter and provide opportunities for FarmHouse men to grow spiritually.
2. Help organize and coordinate various bible studies or spiritual discussion groups to meet the needs of our members.
3. Visit Members and Housemothers when they are in the hospital and assist them in their needs.
4. Send cards to those who are sick or have a death in the family.
5. Select someone to provide a devotion and scripture passage for each Chapter meeting. Provide guidance if a particular topic/passage is called for at specific times.
6. Make arrangements with the church where the Chapter attends services following initiation and/or other Chapter Church events. Check with the church office to determine whether flowers are needed for the church for that Sunday.
7. Take care of chaplainary duties at special events, such as giving the invocation at the Founders= Day Dinner.
8. Attend the all-college religious meeting as representative of the Chapter and report on those things which pertain to chapter activities.
9. Publicize campus and community religious events.
10. Provide successor with a schedule of the activities of the Chaplain.

Athletic/Intramural Chair

The Athletic/Intramural Chair should be elected by the total membership at a formal Chapter meeting. The Athletic/Intramural Chair's job is to coordinate all Chapter teams, specifically to ensure that everyone in the Chapter is aware of dates and times of Chapter competitions.

Announcements should be made at dinner, or posted well enough in advance, so the Brothers can arrange their schedules accordingly. The Athletic/Intramural Chair may either appoint all captains of the various intramural activities or have them all elected by the individual teams. In any event, the Athletic/Intramural Chair is responsible for ensuring: that referees are supplied (if necessary), equipment is available, re-scheduling any postponements, and attending all campus intramural meetings as the Chapter representative.

He should report to the Director of Administration if any problems arise and inform him as events are scheduled so there will not be any conflict with other chapter activities.

Duties of the Athletic/Intramural Chair:

1. Encourage the men in the Chapter to take part in the intramural sports which they enjoy to aid in their physical development.
2. Keep in close contact with the Intramural Director of the institution.
3. Encourage winning teams.
4. Provide a list of activities to successor.

Chapter Historian

The Chapter Historian's job is to keep some form of an official history of the Chapter. At many chapters this takes the form of a scrapbook. Such things that should be covered in the history are: major events and honors achieved by the Chapter and individual Brothers of the Chapter, the accomplishments of Alumni of that Chapter, major fund drives and their results, etc. The Historian plays an important part in creating the identity for each and every Chapter.

Duties of the Historian:

1. Make certain that each initiate signs his name in the Chapter Register (Herd Book). Regularly check the Chapter Register to add new data; whenever Alumni visit the Chapter, review their history to make it current.
2. The Historian shall keep a scrapbook into which will be entered all interesting current events of the Chapter and the Fraternity and of the individuals therein, also important collegiate history which shall be suitable for publication in the newsletter.
3. There shall be kept within the bounds of a file, the FarmHouse newsletters, which shall be published at the end of each quarter, semester, or school year.
4. The scrapbook should be kept in the library at all times. It should be accessible to guests and useful in membership recruitment.
5. Provide successor with a list of the activities of the Historian.

Song Leader

Many Chapters of FarmHouse have been known for their singing, be it the songs of the local campus, other college and universities, or the number of Fraternity songs written since our founding. The Song Leader is responsible for maintaining and upgrading the singing traditions of the Chapter. The duties of the Chapter Song Leader consist of:

1. Scheduling regular opportunities for singing, during sporting events, Chapter meetings, initiation ceremonies and banquets, alumni affairs, formal meetings, meals, etc.
2. Introducing the new members to the songs of the Fraternity and requiring their memorization before initiation.
3. Instructing the Chapter in a few popular songs to broaden its repertoire for more public serenades and campus events.
4. Encourage participation in campus musical activities, such as the marching band and vocal groups.

IV. The Support System

Relationship With Association

The Chapter House has always been an integral component of FarmHouse Fraternity and its Chapters. The Association handles all matters of financing the housing for the Chapter. The Association works with the Chapter to determine the amount of the House bill, which will include a small percentage for the building program of the Chapter. The Chapter House is extremely significant in the development of bonds among FarmHouse members. Chapter Houses, generally, are heavily supported by alumni contributions. Strong alumni involvement makes it possible for Chapter members to live in what are usually better facilities than those provided through university residence halls, and often at equal or less cost.

As the owners and landlord of the Chapter House, the Association fulfills the following responsibilities:

1. Serves as title holder/landlord for the Chapter=s property.
2. Develops long-range strategic plans for operation of the House/Chapter.
3. Provides continuity from one undergraduate class to another.
4. Plans for long-term physical plant maintenance, and replacement.
5. Acts as financial conservator providing overall financial management for the House and Chapter.
6. Establishes Chapter operating policies subject to International and collegiate guidelines.
7. Enforces the Chapter, International, University, city, and state regulations and laws.
8. In cooperation with the Chapter, identifies and elects appropriate Association Board members from Alumni and other gentlemen in the community.
9. Acts as a role model for the Chapter.
10. Hires consultants and professionals as needed (e.g., accountants, contractors, maintenance).

In order to prepare for the future, it is important that the Association develop a means of savings with the ultimate goal to maintain a Capital (Building) Reserve equal to 10% of the annual income of the chapter and association.

FarmHouse Chapter Advisors

Chapter Advisors play a vital role in the development of the men of the chapter and assisting the chapter in its day-to-day operations:

- In coordination with the other members of the Chapter Advisory Committee, seek to ensure that at least one Chapter Advisor attends each chapter meeting (and Exec meetings).
- Strive to maintain a close working relationship with the chapter.
- Serves in the unique functional combination of teacher, counselor and friend.
- Assist the chapter in its self-evaluations and retreats.
- The Advisor is not a cop, but you need to make sure the chapter is aware of and follows all FarmHouse and University policies and procedures, especially regarding risk management.
- Assist the chapter and its members to continually become as self-reliant as possible.
- The ability to continually adapt activities to the fluid nature of the chapter and the university.
- Remember that the chapter is a collection of individuals whose welfare is vital to the welfare of the group.
- Remain objective with FarmHouse men whether in the classroom or chapter situations and assist the officers in enforcing chapter discipline evenly and fairly.

Housemothers/RAs

Housemothers have been an integral part of many of our chapters for nearly a century. A housemother is turned to for many roles in a chapter. Most importantly, a housemother serves as a “mother away from home” to young men transitioning from home to university living and as they prepare for life after college.

The roles and responsibilities of Housemothers vary from chapter to chapter. Some chapters hire a housemother who has a full-time job outside of her role as Housemother. Some chapters hire someone to fulfill the joint role of Housemother/cook. Salaries also vary tremendously, depending on job functions, expectations and whether the Housemother has outside employment or outside income or retirement income.

The International Executive Board has consistently encouraged the retention of a Housemother or Resident Advisor and has favored the employment of the traditional Housemother due to its added stability and greater impact on members conducting themselves in an appropriate manner. The Housemother will work closely with the President, VP-Finance, the Directors of House Operation, Director of New Member Education, Total Member Educator and the Kitchen Manager. Some of their duties may overlap, but the Housemother is a resource for and will assist with some or all of the following responsibilities:

- Teaching, guiding the chapter and its members in matters of social correctness, matters of etiquette and professional courtesies.
- Being a friend, good listener, confidant and “counselor” to members on a variety of personal topics, connecting them with professional help when necessary.
- Serving as a Hostess, planning and preparing for guests, greeting them, and socially entertaining.
- In some cases, chaperones social activities and programs.
- Serves as an ambassador to parents, the university, other chapters, and the local community.
- Helps hold the chapter accountable to its chapter house rules and bylaws and regulations/policies set forth by the University, local, state and federal laws, Association and International Fraternity.
- In some cases, assists the Kitchen Manager with overseeing the food service operation: planning menus, ordering food, and ensuring that food is prepared, stored, and served properly.
- Helps hold the chapter accountable to ensuring that the house and grounds are kept clean, safe and habitable at all times and to advise the Chapter of any deficiencies in these areas.
- Responds to emergencies as needed.
- In many cases, serves as a living historian to provide continuity to the chapter.

A few FarmHouse chapters have Resident Advisors rather than housemothers. The job description is slightly different for this position. Please see the Housemother/RA Resource for more.

Greek Affairs Advisor

Sometimes called Fraternity Affairs Advisor, Greek Advisor, IFC Advisor or Assistant Dean of Students, these university resource people play an important role with the chapter. Chapters are encouraged to become voting members of the Interfraternity Conference (IFC). On some campuses it is mandated to be a recognized student organization as a Fraternity. The Greek Advisor assists the chapter by:

- Providing advise and counsel to chapter and association leaders and chapter advisors.
- Provides resources and programming tools to assist the chapter.
- Advises the IFC (depending on size of system may be several staffers handling different roles – IFC, Panhellenic, Pan-Hellenic Councils).
- Assists in the risk management and operational framework of the Greek system.
- Coordinates the recruitment program and university expectations for recruitment for the men's fraternities.

Regional Advisory Councils

An additional layer of support to chapters, associations and advisors are the FarmHouse Regional Advisory Council members. The FarmHouse Regional Advisory Council's (RAC's) serve a mentoring role to chapters, advisors and associations by maintaining regular contact, facilitating the sharing of ideas and resources while serving as a direct link between chapters and the International headquarters. The RAC's serve as a valuable resource to the man-building process to which we aspire by focusing on the development of our chapters and our young men, ideally over a 2-3 year period.

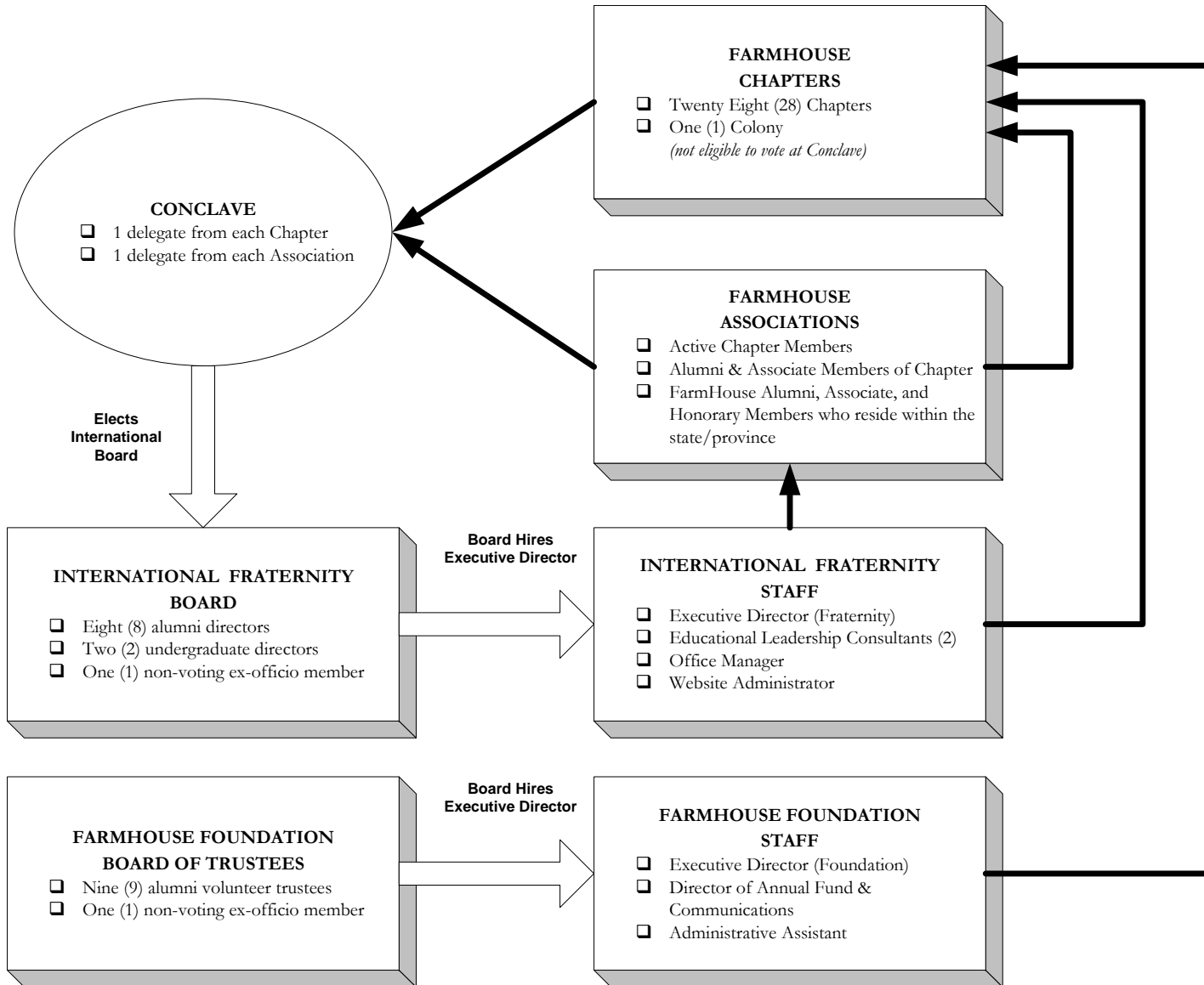
Functions of the RAC Mentors:

- Each RAC member conducts a consultation visit to your chapter during the school year.
- The RAC members do not take the place of associations or chapter advisors. Instead they supplement the support efforts and help better identify the needs of chapters and resources available.
- The RAC members maintain monthly email or phone contact with their assigned chapter president, advisors and/or associations and other interested parties--develop a relationship.

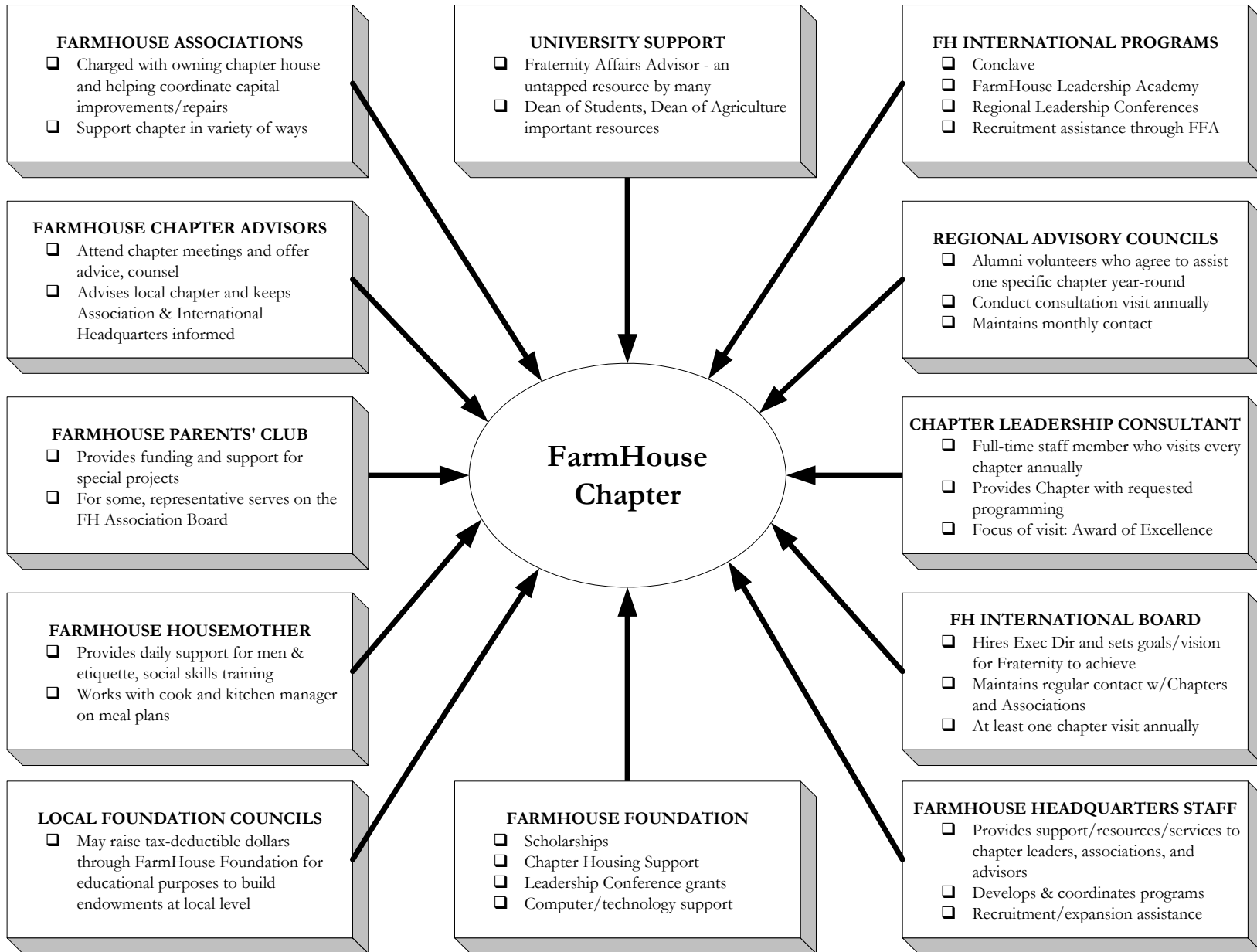
FarmHouse International Board/staff

The FarmHouse International Board and staff are in place to support the efforts of the chapters, advisors and Associations. The Board and staff provide the resources to assist chapter leaders in fulfilling their duties as officers and provide the association and advisors with the resources and tools to assist them in bettering their chapters. See the diagrams below that better illustrate the relationship and responsibilities of each and how the FarmHouse support system works.

FarmHouse International Fraternity Structure Diagram



FarmHouse Support Structure



FarmHouse Support Expectations

