



FARMHOUSE

FRATERNITY

DIRECTOR OF ADMINISTRATION QUICK REFERENCE GUIDE



Director of Administration Responsibilities

The Director of Administration is responsible for recording the business of the chapter, including minutes of the chapter and executive meetings, official business such as ordering of official badges, correspondence with the International Headquarters, communicating with other chapters, maintaining accurate records of the roster. The VP of Administration ensures that all members can learn the history of their local chapter and have the access to the larger organization that their membership brings.

The Director of Administration is responsible for:

- Keeping a record of all chapter functions, including attendance, meetings, and conduct roll call.
- All invitations and correspondence to and from the chapter.
- Working with the chapter president to ensure that the chapter's strategic plan is revisited, revised and/or overhauled at least once a year in a planning retreat (including helping locate an outside facilitator for the planning session).
- Compiling the strategic plan in its entirety and ensuring that chapter members, advisors and association leaders are provided with a current copy of the plan.
- Coordinating committees that are developed to help achieve the goals in each of the vital sign areas determined through the strategic planning process.
- Compiling officer notebooks and officer reports.
- All internal communications i.e. list-servs, chapter minutes, evaluations.
- Overseeing the various officers and committees of the chapter and ensuring they are maintaining officer notebooks and fulfilling their duties.
- Reviewing the operations and effectiveness of the committee system.
- Coordinating all public relations efforts of the chapter.
- Sending press releases to local and campus newspapers.
- Working with the Director of Alumni Relations and Association Board to maintain alumni databases, help with the newsletter, and assist in communicating alumni news.
- Working with the President on the Term Report due 30 days from the first day of classes.
- Working with the New Member Educator on the Initiation Report due 30 days after initiation.

Questions to ask at the beginning of your term....

- Does the chapter have an established strategic plan? Are specific and measurable goals set?
- Are officer notebooks ready? Should we add anything new to the notebooks?
- Does each chapter member have a membership notebook?
- When are chapter minutes sent out?
- Do we have stationary to write thank you notes and other notes to chapters/alumni/community members?
- Are all committees in place? Do they know what they should be doing?
- Do we have a calendar of events for the semester or year?

Questions to ask mid-way through your term....

- Have we been utilizing social media?
- How are we doing following our strategic plan? Have we reached our goals?
- How are we doing with communication? Can it be improved?
- Has a newsletter or e-newsletter been sent?
- Have we kept up-to-date with the International Headquarters?
- What press releases have been sent? Are we updating our social media pages?