

## Addendum 7

### **Housed Chapter Policy for House Directors**

*(Also included in the University's Recognition Policy)*

***"Housed Chapter"*** – Any recognized Fraternity or Sorority with 15 or more members living in the same structure.

- A. The following conditions shall apply to **all** housed chapters:
- 1) All housed chapters must hire a House Director
    - a. Chapters that do not have a House Director in place by student move-in will be placed on probationary recognition. Conditions for continued recognition may apply
    - b. If a House Director should leave the position for any reason, they will need to be replaced within 30 days of their departure. The DFSL Housing Coordinator will work to support the chapter in finding a replacement
  - 2) Potential House Director must be reviewed and approved by the DFSL Housing Coordinator
    - a. Prior to offering a position, the House Corporation must arrange for a meeting with the candidate(s) and the DFSL Housing Coordinator. The Housing Coordinator will forward comments and/or approval (if applicable) to the House Corporation following the meeting
  - 3) House Director should not be employed outside of the chapter house for more than 20 hours per week, without prior approval of the DFSL Housing Coordinator
  - 4) House Director cannot be an undergraduate student
  - 5) House Director should not be a member of the local chapter unless minimum of five years removed, without prior approval of the DFSL Housing Coordinator
  - 6) House Director must attend mandatory training at the start of the Fall and Winter semester, as well as a majority of monthly meetings. Notification of meeting dates and times will be made as early as possible. Failure to attend training and meetings will negatively impact the organization's recognition status and renewal
  - 7) House Directors shall be required, as shall third-party contractors to abide by the University's Policy on Sexual Misconduct found here: "<http://www.president.umd.edu/policies/2014-VI-160A.html>"
- B. In addition to the previous requirements, the following applies to House Directors in University-owned sorority houses:
- 1) Assist in ensuring a positive developmental living experience for chapter house residents
  - 2) Create and maintain an accurate roster of chapter house occupants and their assigned rooms. Ensure that the Chapter President keeps this information accurate in the University's OrgSync online system, while the House Director is responsible for maintaining the STARS/Housing system, controlling access to the house
  - 3) Provide required reports to the DFSL Housing Coordinator – meningitis status, missing persons contact info, etc
  - 4) Report and respond to emergency maintenance issues quickly and appropriately.

- 5) Maintain and review a log of all maintenance work orders, calls, etc. to the Department of Residential Facilities Call Center (4-WORK)
- 6) Assist in coordinating house management, including kitchen operation, security and safety procedures, and reporting maintenance problems
- 7) Ensure compliance with the policies, rules and regulations, as stated and implied by the University and the House Corporation, particularly as stated in the House Corporation's lease agreement with the University
- 8) Maintain regular awareness of house conditions through daily walk-throughs and meetings with House Manager
- 9) Issue keys and maintain key records. Report lost or missing keys immediately to DFSL Housing Coordinator
- 10) Ensure that all facilities-related projects are coordinated with the Housing Coordinator or Associate Director, Greek Facilities, through use of the Project Request Form (located in the House Director's Manual and at the DFSL website -<http://greek.umd.edu/resources/forms-documents/facilities-operations/>)
- 11) Supervise all house personnel (cooks, caterers, cleaning service, etc.) and contract services (housekeeping, grounds, etc.) and ensure that all contracted services are performed as agreed under the terms of the lease
- 12) Coordinate house inspections (fire, health, safety, pest control) with DFSL Housing Coordinator
- 13) Have complete understanding and familiarity with the requirements of a Fire Watch in the event that power or life-safety systems to the house are interrupted. The House Director is responsible for coordinating the Fire Watch when called for by the University Fire Marshall, Police or other officials. The House Director should make provision with chapter residents or other entities (Police Auxiliary) for Fire Watch operations should they be unable to fulfill that responsibility. Fire Watch materials are available from the Housing Coordinator and are available for review on the DFSL web site – [greek.umd.edu](http://greek.umd.edu)
- 14) Maintain a regular presence in the house and be readily reachable at all times while residents are present. There must be availability during the work day to receive calls and emails related to their role in the chapter house. Should the House Director need to be away longer than 3 days, they must notify the Housing Coordinator and arrange with another House Director or alumni volunteer to check-in at least twice a day. Should the House Director need to be away longer than 5 days, the Housing Coordinator must be notified and a temporary live-in substitute located. The Housing Coordinator can assist in finding a qualified substitute or assist with training a qualified individual
- 15) Access all levels of the building (ascending/descending the stairs is an essential function of the position)
- 16) Additional responsibilities as assigned by the House Corporation

C. All Fraternities living in University-owned chapter houses are required to participate in the Resident Director program, as described in their lease, Article III.A.23.