

CHAPTER EIGHT

PROFESSIONAL DEVELOPMENT

The House Director Organization

Many campuses have a house director organization. The group of house directors meets formally at least once a month during the school year. A typical meeting might include refreshments and a brief business agenda that includes announcements about upcoming events and activities. There is usually a twenty or thirty minute presentation by a guest speaker followed by the opportunity to ask questions. After the guest has left, the house directors may want to visit informally and share resources and news.

Many campus fraternity/sorority advisors either organize the meetings or provide some assistance in planning the agendas. The campus fraternity/sorority advisor has a great deal of important information that benefits the entire community. Providing this information to the house directors can save the campus advisor a great deal of time in the long run. Some fraternity/sorority campus advisors have so many job responsibilities that they cannot assist all the time. In those cases, the fraternity/sorority advisor should be invited to attend at least one meeting a term.

Good communication between the house director organization and the campus fraternity/sorority advisor can prevent or correct rumors almost immediately. When you hear a rumor, call the appropriate office or the advisor and find out the facts, then share those with the members of the chapter.

When the campus fraternity/sorority advisor is unable to initiate the house director organization meetings, the house directors take on the responsibility themselves. Hosting the meeting can rotate from one house director to another each month. In some cases the house directors form an organization, collect dues, and elect officers.

SAMPLE BYLAWS FOR HOUSE DIRECTORS' ORGANIZATION

ARTICLE I

Name

This organization shall be called _____ (university name) House Directors' Club.

ARTICLE II

Objectives and Purpose

1. To support the mission of the university and the fraternal values upon which the fraternities/sororities are founded.
2. To develop healthy friendships among the house directors.
3. To develop relationships with key leaders in the university and community.

4. To share resources, best practices, and good (money-saving) ideas.
5. To encourage professional development among the house directors.
6. To discuss problems and solutions regarding responsibilities of house directors.
7. To develop and improve relations among fraternity/sorority chapters.

ARTICLE III

Officers, Nominations, and Elections

1. Term of office is one calendar year.
2. The officers shall be President, Vice President, Secretary, and Treasurer. Note: Small organizations can combine the offices of secretary and treasurer.
3. Nominations shall be made by a nominating committee composed of three members appointed in advance of the elections by the President or nominated from the floor at the time of the elections.
4. Elections of officers shall be at the April meeting of the Organization. In the event that there are two or more nominated for the office, the vote shall be by secret ballot. A committee appointed by the President shall count the votes.
5. Officers can be reelected to the same position for two consecutive years.
6. The President, with the approval of the other officers, may appoint a member to fill a vacancy.

ARTICLE IV

Duties of Officers

1. The President shall be the chief executive officer exercising general supervision over the interest and welfare of the Organization. He/She shall:
 - a. Preside at meetings.
 - b. Be authorized to call special meetings of the officers.
 - c. Appoint any special committees deemed necessary for the Organization as authorized by the officers.
 - d. Perform such other duties as are customary for the office.
2. The Vice President shall:
 - a. Discharge the duties of the President in the absence of the President.
 - b. Be responsible for planning the educational program each month.
 - a. c. Assist in maintaining a calendar of important fraternity/sorority and campus events that affect the operation of the chapter houses.
2. The Secretary shall:
 - a. Take the minutes of the meetings and read the previous minutes.
 - b. Call the roll of members.
 - c. Assist in the planning of the meeting programs
 - d. Write thank you notes to guest speakers, etc.
3. The Treasurer shall:
 - a. Assure that expenditures of all funds are made with the approval of the membership.

- b. Collect annual dues from each member.
- c. Propose a budget at the May meeting that includes the amount of dues for the next year.

ARTICLE VI

Dues

The _____ (university name) House Directors' Organization shall collect dues of \$50 from each member at the first meeting in the fall. The expenditure of this fund is to be decided on by the entire membership and outlined in the budget.

ARTICLE VII

Meetings

The _____ (university name) House Directors' Organization will meet on the first Thursday of the month at 1:30 pm in locations to be determined by the officers and hosts/hostesses.

ARTICLE VIII

Motto or mission of the Organization

PROGRAM SUGGESTIONS FOR A HOUSE DIRECTORS' ORGANIZATION

Each monthly meeting should include 45 minutes of professional development. Invite a guest speaker who can provide current information on a topic of interest and concern.

At the last meeting of the spring term, ask each house director to suggest program ideas and/or speakers for the next year. Prioritize those suggestions and plan the monthly programs accordingly. Try to plan topics in a timely manner (recruitment before recruitment begins, nutrition in very early spring, the fire inspector a month before inspections, etc.).

Plan a one-day orientation for the week before the students return to campus. When possible plan the program with the fraternity/sorority campus advisor. This is especially important if there are new house directors.

August meeting program – Invite the fraternity/sorority campus advisor, the council president, or a recruitment chair to review the schedule and plans for recruitment.

September meeting program – Visit and tour a campus resource office (counseling center, health center, the academic advising center, etc.). Staff members will welcome the opportunity to show you their facilities and explain their services so that you will be able to refer the students.

October meeting program – Invite the campus or community police, fire officials, and/or the health inspector to update house directors on their programs' goals and expectations before the inspections and to discuss house safety.

November/December meeting program – Invite a faculty member to talk about academic goals and expectations. Ask about ways you can support academics.

January meeting program – Invite a vendor to demonstrate new products or ways to save money on purchases.

February meeting program – Invite a dietician to talk about current diet trends and healthy eating habits.

March meeting program – Invite the newly elected council presidents (IFC, PHC, NPHC, Cultural, etc.) to review their goals and ideas for the next year.

April meeting program – Invite the fraternity/sorority campus advisor to talk about plans for summer and the next year including recruitment. Remember to elect officers for the next year as well.

Other guest speakers might include:

- Representatives from admissions, orientation, career center, residence hall, and alumni office
- Community leader and/or individual responsible for a major city event or festival
- Experts in recycling, methods of energy saving, and environmental issues
- Police on identity theft and clarification of policies/laws
- Financial experts on budgets, paying off student debts, credit cards, etc.

HOUSE DIRECTORS SHOULD HAVE FUN AND RELAX

Once or twice a month, house directors should get together for “an afternoon or evening out” during which they participate in enjoyable activities such as:

- Homecoming, Earth Day, Take Back the Night, and other campus activities
- Seasonal Luncheons, house director birthdays and anniversaries, etc.
- Performances by campus glee clubs, concert choirs, or other musical groups
- Performances by theatre department
- Joint meeting with house directors from nearby campuses
- Style shows by local clothing stores
- Demonstrations by campus departments (e.g. floral arrangements, table setting, etiquette luncheon, etc.)
- School and community sports events
- Tours of museums and community tourist sites (use docents for the best experience)

- Tours of campus buildings such as the university president's home, the campus art museum, or the rare books collection in the library
- Road trips to local attractions and events (festivals)

PROFESSIONAL DEVELOPMENT

The AFLV House Director Forum

The Director Forum has been established to provide house directors the opportunity to communicate with each other all year long. Topics can be proposed by members and can be moderated or non-moderated, depending on their purpose. Views expressed by individuals in the forum setting are individual opinions and are not representative of the Association of Fraternal Leadership & Values. If you would like to suggest a new forum, please contact the Tricia Fechter, Director of Member Services, at tricia@aflv.org. If you want to propose a topic simply go to To join/post on the forums, click the "Register" button in the upper right hand corner of the webpage. Fill in the required information and you'll be on your way! Be sure to remember your username/password - you'll need it when you return to the site.

The AFLV Career Center

The newest job search service is the AFLV Career Center! This web-based service has been established to help connect house directors through the process of posting openings and/or resumes. The links guide employers, recruiters, and job seekers.

House directors can post their résumés online. Whether you're actively or passively seeking work, your online résumé is your ticket to great job offers! Access the newest and freshest jobs available to professionals seeking employment. The personal jobseeker account will allow you to find jobs, manage your résumé, and set up job alerts. Employers can check out résumés and, regardless of staffing needs or budget, find interesting candidates.

http://www.jobtarget.com/home/index.cfm?site_id=2644

The National House Director Conference

The Association of Fraternal Leadership & Values is proud to support the house directors who play such a vital role in the chapter house management of our undergraduate fraternity and sorority chapters across the country. Each summer we host a national conference for house directors in a different geographical location. This conference is intended to provide an opportunity for fraternity and sorority house directors to gain valuable skills and keep up with the issues that impact them in today's ever-changing society.

The professional House Director Conference helps provide house directors with important knowledge and skills to help them navigate the roles and responsibilities of their position and respond to the needs of university students and the campus environment.

Whether you have ten years of experience or are looking for a new career as a professional house director, this conference will provide each participant with a wealth of knowledge to enhance an already developed skill set.

A careful blend of lectures, panels, Q & A sessions, and networking opportunities provide the foundation for a rich and solid professional development experience. House directors are integral to the fraternity and sorority living experience and play a vital role in the development of today's students. This conference encourages participants to explore the wide breadth of experience necessary to provide the best service to today's young sorority and fraternity members.

For more information, visit

<http://www.aflv.org/EventsPrograms/HouseDirectors/HDCConference.aspx>

The dates and location of the next year's conference are announced in at the end of each conference in late June. The information will also be posted on the website by July 10th each year.

PAST CONFERENCE LOCATIONS

	<i>Past Conference Locations</i>	<i>Post-Conference Trip Locations</i>
1994	San Francisco, CA	No Post-Conference Trip
1995	San Francisco, CA	San Luis Obispo, CA
1996 - 1998	No Conferences Were Held	
1999	St. Louis, MO	No Post-Conference Trip
2000	San Antonio, TX	No Post-Conference Trip
2001	Sarasota, FL	No Post-Conference Trip
2002	Vancouver, Canada	Victoria, Canada
2003	San Francisco, CA	Monterey/Napa, CA
2004	Savannah, GA	Charleston, SC
2005	San Diego, CA	Cruise to Baja, Mexico

2006	Williamsburg, VA	Washington, DC
2007	New Orleans, LA	New Orleans, LA
2008	Seattle, WA	Cruise to Alaska
2009	Niagara, Canada	Toronto, Canada
2010	Albuquerque, NM	Santa Fe, NM
2011	Providence, RI	New York, NY