

FarmHouse International Fraternity

Director of
Administration Resource



Revised Fall 2005

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**FarmHouse International Fraternity
Director of Administration Resource**

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THE CHAPTER AWARD OF EXCELLENCE

The FarmHouse International Fraternity has established the Chapter Award of Excellence as our minimum standards program. It is designed to recognize Chapters that are operating at the performance level outlined in our By-Laws, policies, and handbooks. The criteria for the Chapter Award of Excellence are built upon basic expected performance in the various areas of chapter operations. As an officer of your Chapter, the criteria within your responsibility are identified in the box that follows.

15. Relationship with International Fraternity (8 points)

_____ The chapter leadership, advisors and/or association reviewed the following policies with the chapter membership: Alcohol, FIPG, FEA Statement on Hazing, Chapter Excellence Challenge, Disciplinary Procedures, Non-Payment of Accounts, Alcohol-Free Housing at Conferences, Visiting other chapters, Auxiliary organizations (sisters), Amnesty, Legacies, Diversity and Workers Comp/Property Insurance – in section 5 of Chapter Planning Guide. (1 point)

_____ Chapter members voted for the Doane, Snyder and Skinner Awards through FarmHouse International during the calendar year. (1 point)

Recipients: _____ **Doane Award (graduating senior)**
_____ **Snyder Award (alumnus)**
_____ **Skinner Award (lady)**

_____ The chapter submitted its Term Report and paid its dues by the due date each term of this calendar year. (2 points)

(To be completed by FarmHouse International Office)

Date submitted in Fall (must be by Oct. 1st) _____

Date submitted in Spring (must be by Mar. 1st) _____

_____ The chapter submitted its Initiation Reports within one month of each initiation. (2 points)

Date of Spring class initiation: _____ **Report received:** _____

Date of Fall class initiation: _____ **Report received:** _____

17. Public Relations (4 points)

_____ The chapter held a special "dress meal" at least twice per calendar year with a distinguished guest (administrator, faculty member, community leader, etc.). (2 points)

1. Guest: _____ **% brothers/pledges attending:** _____ **Date:** _____

2. Guest: _____ **% brothers/pledges attending:** _____ **Date:** _____

_____ The chapter regularly updates its web site, and the webmaster has an e-mail account that is checked at least once a week. (1 point)

Web Site Address: _____ **Webmaster's E-mail:** _____

_____ Press releases were submitted to campus/local newspapers prior to special events/happenings (brother elected president, major community service efforts, noted guest speaker coming, anniversary celebration). (1 point)

(Attachment #18 - Include sample copy of chapter press release)

I. INTRODUCTION

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 a chapter's overall success. Those responsibilities have been redistributed, along with those of other officers, into a revised structure. The Director of Administration (DA) assumes many of the traditional roles of a chapter's Vice President and Secretary positions. Continuing this move towards more efficient operations, the DA has absorbed the Public Relations Chairman's duties and is responsible for the chapter's public relations program and its website.

The DA does the official work of the chapter, often behind the scenes. The DA is responsible for the internal functions of the chapter, assisting the President, who is the public face of the chapter. He may not get all of the credit that he deserves. However, a Chapter without a responsible Director of Administration can quickly stumble in a number of areas. The officer will often be the "glue" of the chapter and serves as the focal point for communications within the chapter and with the larger community. He must be a responsible brother with strong organizational skills who will carry out the duties of the office with great care.

II. RESPONSIBILITIES

Administrative

The Chapter 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, and correspondence with the International Headquarters. The DA also handles communicating with other chapters and social correspondence. He should cooperate with the Historian and Director of Alumni Relations in compiling the chapter and alumni directories and scrapbook. The DA is the chapter's link to the International Headquarters and good governance. Maintaining accurate records of the chapter's meetings, decisions, and roster ensures that all members can learn the history of their local chapter and have the access to the larger organization that their membership brings.

- To keep a record of all chapter functions, including attendance, meetings, and conduct roll call.
- All invitations and correspondence to and from the chapter.
- To send the International Executive Director a report in duplicate, together with remittance for international initiation fees, immediately following each initiation.
- To return to the International Executive Director the chapter membership report (Term Report) in duplicate, together with the remittance of international dues for the semester. The computerized report should be submitted to the International Office within the first 30 days of the beginning of the term.
- To cooperate with the Association and the International Executive Director in all matters of mutual concern to the chapter, association, and International Headquarters.

Strategic Plan/Committee Oversight

As Director of Administration, you are responsible for helping coordinate an effective, efficient and well-functioning strategic plan for the Fraternity. The Director of Administration is responsible for:

- 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 help 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.
- Officer Notebooks/Officer Reports
- All internal communications

By properly managing the committees, the DA motivates the brothers and new members to be more involved in the work and the decision making of the chapter. The DA monitors committee chairmen and assists them in doing their job properly. He collects all committee report forms and is in charge of officer notebooks. The DA must develop a good working relationship with the President and the other officers.

- Serves as the overall coordinator and record keeper of the chapter's strategic plan.
- Oversees the various officers and committees of the chapter and ensures they are maintaining officer notebooks and fulfilling their duties.
- Reviews the operations and effectiveness of the committee system.

- Conducts reviews and revisions of the chapter bylaws when necessary and manages proposed amendments to the laws.
- Learns and understands the rules of parliamentary procedure.
- Maintains an environment of proper decorum in chapter meetings such that they run according to parliamentary procedure; pays attention to issues of quorums, motions, and seconds.
- Assists in organizing chapter retreats.

Public Relations

The Director of Administration coordinates all public relations efforts by the chapter and he serves as the *de facto* chapter spokesman after the President unless otherwise planned. This individual is responsible for the collection and dissemination of information about the chapter to all interfraternal groups, campus, and community media sources. Keeping others informed on upcoming events or potential news items is key to having a positive working relationship and being satisfied with the coverage of chapter activities and the chapter's reputation. While in times of crisis, the President is the only person authorized to make statements to the media; the Director of Administration needs to coordinate all media contacts.

- Coordinate all public relations efforts of chapter
- Send press releases to local and campus newspapers and notify the media for positive events.
- Coordinate the chapter's Website and ensure that the site is regularly updated.
- Edit the chapter newsletter, recruitment materials, and other community outreach publications.
- Work with the Director of Alumni Relations and Association Board to maintain alumni databases and disseminates alumni news.
- Submit news to the hometown papers of members
- Work with the Historian to submit materials to *Pearls and Rubies*.
- Supervise and carryout the campus/community relations program of the Chapter.
- Educate and encourage chapter participation in campus contests and events.
- Keep members abreast of campus organization opportunities.

Best Practices for carrying out duties:

Accuracy and promptness are essential to the operation of the FarmHouse International Headquarters. Along with the President, the DA is the link between the chapter and the international organization. It is your responsibility to ensure a seamless transition of information from chapter to the International Headquarters in a timely manner. When correspondence is received by any means (e-mail, letters, phone calls, etc.), it is both courteous and necessary to reply in an appropriate manner as soon as possible.

- Be organized and have strong writing skills.
- Email weekly chapter minutes to members, association leaders and advisors.
- Create and maintain a listserv for members to communicate online.
- Email monthly calendar to members and advisors.
- Submit news items and photos regularly to *Pearls and Rubies*.
- Ensure that the Chapter Herd Book is updated and maintained.
- Correspond in writing with other chapters (thank you notes after events, congratulating other organizations on accomplishments, etc) in a timely and appropriate manner.

III. CHAPTER PLANNING/COMMITTEES

Strategic Plan Oversight and Coordination of Committees

One member cannot do all of the work in a chapter. A few hard working members cannot accomplish as much as a larger group of men working towards a common goal. A well-run chapter requires all of the brothers and new members to be involved in the decision making of the chapter. A committee system is the most effective method of getting everyone involved. Some advantages of committees are:

- Prevents leaders from getting “burned out”
- Encourages new ideas
- Increases communication
- Gives members more responsibility and prevents chapter apathy.
- Offers experience working in groups and teams
- Gives new members the opportunity to take an early leadership role

With an efficient committee system, brothers who graduate are replaced by younger brothers who already have experience and developed leadership skills. These younger members will be ready to assume a leadership role when necessary; they have been involved with the chapter’s committees, have helped make important decisions, and have worked towards the chapter’s goals and objectives. A strong committee system leads to a strong chapter. Traits of Good Committees:

- File Beginning and End of Semester Report Forms with the Director of Administration.
- Meet at least once per week and file a weekly or bi-weekly report.
- Spread the work among all members.
- Have well planned events.
- Do not forget details.

A well functioning committee structure is best developed from an effective strategic plan. Some chapters will choose to maintain standard committees, while other chapters will want to restructure committees after each strategic planning session, to better align with the chapters’ changing vital signs and key areas of focus. Chapters should NEVER eliminate its previous committee structure before developing a clear, well defined strategic plan that lends itself to a committee structure to the work needed to carry out the plan and achieve the goals as set forth in each vital area.

Once committees have been determined and chairmen selected (Chairmen should be the closest associated officer that fits the role – example, Vice President of Recruitment would chair the Recruitment Committee). The DA needs to oversee the officers so that they create their committees, and then monitor and motivate them. The DA should meet with all the committee chairmen regularly. Each committee chairman should submit a written report to the DA. The DA should air any concerns that he may have about the performance of any committees. This meeting provides a good exchange of ideas between all of the committee heads, ensuring that the chapter is working together to achieve its goals.

Establishing a Committee System

How many committees do we need? Each chapter has different needs and will have different committees. Once they have been identified, the key to establishing a committee is to ensure that the officer or chairman delegates work and responsibility to the members of the committee. Provided below are descriptions of committees that chapters might have:

Executive Committee

The Executive Committee is made up of at least the top officers, but some chapters expand the committee by including some other officers and committee chairmen. This committee meets once a week prior to the chapter meeting to schedule the agenda of the meeting. It is best if it is done one or two days before the meeting, so that there is time to work out any issues. The committee needs to evaluate the goals and programs of the chapter and develop new ones. The Executive Committee should review all committee reports and motions that are to be made at the meeting. At least one chapter advisor should attend each Executive Committee meeting.

Standards Board

The Standards Board can be one of the most important parts of a successful chapter. It should be composed of five members, who can either be elected or appointed – ideally one representative from each class, with the Director of Risk Management serving as chair of the committee. The board enforces and interprets the By-Laws and code of conduct of the chapter. The President oversees the board, making sure that they meet and uphold the By-Laws of the Fraternity. However, he should not be a voting member. Many chapters choose to have the Executive Committee serve this function.

Risk Management

The Risk Management Committee, chaired by the Director of Risk Management, oversees many aspects of the fraternity, from social events to fire safety. The committee should be familiar with local and International Risk Management policies and should use that as the benchmark for all decisions. The committee needs to formulate change if some practices are not in compliance. The President, an ex-officio member of all committees, must take an active role with this committee.

Finance

This committee helps the Vice President - Finance formulate budgets, review financial conditions of the chapter and assist the VP – Finance with his responsibilities. The committee should meet at least once a month to assess the overall financial condition of the chapter and make its recommendations accordingly. It is recommended that an alumnus serving as a financial advisor be a part of this committee. The committee should also prepare a report for the Chapter Advisory Committee and Association Board.

Member Education

This committee, co-chaired by the Director of New Member Education and Total Membership Educator, plans and administers the member education program, including the program for new members. The committee's responsibility is to ensure that all chapter activities are well planned and executed. The committee must ensure that there is NO HAZING or inappropriate activities in the new member program. The committee should

schedule guest speakers and evaluating each member's progress in the education program. A member from each graduating class should serve on the committee.

Recruitment

The Recruitment Committee works to formulate and implement the recruitment program for the chapter. The committee does not do all of the work of recruiting new members, only the planning of events and coordinating of recruitment strategies. Some duties of this committee include scheduling of recruitment events, arranging transportation, and assigning brothers recruitment guests (for personalized recruitment efforts). This committee can also work within your institution's formal Rush program, scheduling events as necessary. The Vice President – Recruitment chairs this committee.

Scholarship

The Scholarship Committee oversees the scholarship program and is led by the Director of Scholarship. The members of this committee need to coordinate the program and ensure that all members are dedicated to scholastic achievement. This committee should consist of members of each class level and/or brothers from different majors. The committee is responsible for maintaining adequate study facilities and the chapter library/resource files. The committee is responsible for implementing and awarding scholarships and awards for superior academic achievement. They are also responsible for arranging tutors and monitoring scholastic achievement. The Faculty Advisor is a member.

House Maintenance

The House Maintenance Committee is led by the Director of House Operations and is charged with maintaining the physical structure (if there is one). It is not the committee member's jobs to keep the house clean, but to ensure it gets done by putting an effective program in place. Within the committee, there can be a project manager, who would be in charge of different area. Working closely with the Risk Management Committee, this committee should make sure that the building passes all necessary inspections, and is aware of any building or fire hazards that exist, and work towards fixing them. If the chapter has a Kitchen Manager, this brother should serve on the committee as well.

By-Laws

This committee keeps the chapter by-laws up-to-date. As changes are made to the by-laws, this committee ensures that the changes are appropriately written and inserted in the chapter's records. In addition, this committee reviews the by-laws each semester to ensure no by-laws contradict local, state, federal, or Fraternity law. The committee is responsible for updating by-laws that are out of date. Upon finding antiquated by-laws, the committee brings these before the chapter for amendment or removal. Quite often, the DA assumes the responsibilities for leading this committee.

Social/Brotherhood

The Social/Brotherhood Committee plans the social calendar and is in charge of planning each event. The Social & Brotherhood Chairman leads and guides the committee, but does NOT do all of the work. ALL members on this committee must be aware of the International Fraternity's risk management standards. This committee must work closely with the Risk Management Committee.

Kitchen

The Kitchen Committee needs to plan and run the kitchen. They do not do the “dirty work” of the meal plan (i.e. cleaning the pots and pans); this needs to be shared by all of the members. The Kitchen Committee will organize and schedule that work. This committee needs to address any concerns about the upkeep and management of the kitchen. Members of the Kitchen Committee must remain in close communication with the cook and/or food service company and the House Maintenance Committee.

Public Relations

This committee produces the chapter’s publications for special events. It ensures that the campus and community know about the positive activities of the chapter and sends press releases to local media. The members of this committee will work closely with the Director of Administration.

Alumni Relations

The Alumni Relations Committee, under the leadership of the Director of Alumni Relations, produces alumni newsletters and coordinates alumni events. The committee works with the alumni all year, not just at homecoming. It also constantly updates alumni mailing lists, tracks visitors to the chapter through a guest visitor’s book, and sends thank you notes.

Community Service/Philanthropy Committee

This committee plans the chapter’s community service events. It is important that philanthropic and service endeavors are well planned. Assisting others is very important in our fraternity and is one of the most satisfying and enriching experiences for our brothers. This committee works with the Public Relations Committee so that the public is aware of FarmHouse’s positive impact.

Technology Committee

This committee manages the chapter’s web page and chapter e-mail address. It updates the web page regularly, insures that only appropriate pictures and text are posted and that it presents the chapter in a positive way. This committee may also be charged with monitoring and servicing the chapter technologies: computer room, phone system, etc. The DA typically leads this committee.

Ad Hoc Committees

These committees are formed several months before an event, and then are dissolved soon after the event is finished. The Ad Hoc Committees should file the same reports that the others do, and these should go into the DA's notebook. Some common Ad Hoc Committees include: Homecoming; Greek Week; Retreat; Founders’ Day; and Parents Day/Weekend.

This list is only a guideline of what may be necessary for your chapter. Some chapters find they need more committees, some find they can be more effective with fewer committees. The DA should work with the chapter in deciding the specific committee needs of his chapter. As noted above, it is recommended that the committee structure relates to the chapter’s strategic plan.

Duties of Committee Chairmen

The Director of Administration must make sure each committee chairman knows his responsibilities.

- The mission of the committee. Review what needs to be accomplished and how that committee is part of the chapter's goals for the semester/year.
- The resources available. There are many resources available, help him determine the ones that are most pertinent: officer notebooks, Chapter Operations and Resource Manuals from the International Headquarters, alumni advisors, other brothers and new members in the fraternity, notebooks from Conclave, and local community or school officials.
- Review project deadlines. The new chairman needs to set goals and needs to have a plan to accomplish them. If an event is well planned, it will be a success. For example, Homecoming happens only once a year, and invitations must be sent in a timely fashion.
- Review the position's responsibilities. The officer must clearly understand his duties and responsibilities as chairman. The DA is to coordinate the training of new chairmen. It is best if the past chairmen or an experienced brother/alumnus helps the new officer with this transition. That leads to a strong chapter and saves time and energy by not "re-inventing the wheel" every year.

The DA should also explain the purpose and importance of good committee reports. See the section on Reporting and Documentation in this manual as a resource for the report form.

Committee Composition

Decide how many people should be on each committee. Some committees need more, others less. Some committees have traditionally been more popular than others. For example, more people would rather be on the recruitment committee or social than the kitchen committee. There are several ways to select members for each committee. You should hand out the "Committee Interest Sign Up Sheet" in the Sample Forms section of this manual at a chapter meeting, and then you can work with each chairman to select people for each committee.

When selecting committee members, take into account experience and length of time as a member. A good committee has a good balance between brothers with experience and those that seek it. It is also a good idea to put past officers or chairmen on committees. For example, put the past recruitment chairman on the recruitment committee, he will be able to help the current recruitment chairman with the planning and execution of his duties. It is also imperative to get young members and new members involved – they are the future leaders of the Fraternity.

Delegation of Authority

One person cannot do all of the work of the chapter. In an efficient system, authority is given to a committee to make non-controversial decisions, and to bring information and plans before the chapter. Delegation serves a number of purposes, including:

- Allowing more brothers to be actively involved
- Distributing the workload
- Giving a sense of accomplishment in the chapter

There are times when it is appropriate to delegate and when it is not. Chapter leaders should know when to delegate authority. The following are some simple guidelines to determine the appropriate setting. You SHOULD delegate...

- When there is a too much work for any single person to do in a reasonable amount of time.
- When you feel someone else has particular qualifications that would suit the task.
- When someone expresses interest in the task.
- When you think a particular person(s) might benefit from the responsibility.

Do NOT delegate...

- When there are actions or decisions that will be controversial – you hold the position and must be accountable. You cannot delegate your way out of a tough decision.
- Without being clear on what is to be done, what the resources are and when the deadline is for completion of the task.
- Something you would not be willing to do yourself (i.e. menial work).
- A task to someone who may not have the capabilities.

Methods of Delegating

The best way is to simply ask for volunteers. If you do not get much response, then ask people who you know are capable of completing the task. Usually, when people are asked specifically for their help, it gives them a sense of pride that they have some worth in the organization. Do not be afraid to assign tasks, and spread them around. Make sure that the same people do not always get the same jobs. Delegating authority is not an easy process. Fraternity leaders must delegate much of the work and authority; otherwise they will take too many burdens upon themselves, and become “burned out.” Keeping everyone motivated and participating is vital to making a committee system work. Motivating the members is one of the most important and most difficult responsibilities of the DA.

Reporting and Documentation

The Director of Administration is responsible for keeping copies of the local chapter’s by-laws, constitutions, and incorporation papers. He is also responsible for maintaining current copies of the International Fraternity’s Constitution, By-laws, and all Forms to be submitted. For more information, please go to www.farmhouse.org/pubs.htm.

The work that a chapter does each semester will be forgotten if the chapter does not document it. The chapter often forgets the “how to” because leaders graduate with vast amounts of knowledge that they never documented while they were undergraduates. It is the DA’s job to ensure that each officer properly documents his work. He should give forms to the chairmen, then collect them, compile the results, and evaluate the progress of that office and its committee. Officers should read reports at chapter meetings. The report that is read should be a concise version of what is written. Committee work should be done outside of a chapter meeting and merely reported to the assembled chapter.

Only the progress and recommendations should be reported during the meetings. For example: the social chairman should say, “The social committee has scheduled a mixer with the Alpha Alpha Sorority for next Friday.” Not, “What do you guys think we should do next Friday?” At the chapter meeting it is important that the chairmen read all dates, times and places of all events and repeat

these if necessary. The brothers and new members should write down everything that is happening. It is also important that the chairmen get up in front of the room and read the report to the chapter.

The DA is responsible for overseeing that all of the other officers submit all appropriate forms to FarmHouse headquarters. He must ensure that all committee chairmen not only issue reports, but that they are done in writing.

Officer Notebooks/Reports

A key component for a chapter's success and officer effectiveness is a well-maintained officer notebook for every position, large and small.

Officer Notebooks

The Director of Administration is in charge of all officer notebooks. He must ensure that they are kept up to date and that the chairmen are putting in valuable information for others to use later.

Suggested Format

1. Job requirements/description: The officer should provide a look back at his job responsibilities, in particular, listing items that might not have fit into the primary job description for the position.
2. Current and past goals: Goals should be prepared at the beginning of each semester and publicized to the chapter. Keeping past goals will help the chairman see the direction the office has been taking and if past goals have been accomplished.
3. Accomplishments: The officer should provide a report of the chapter's accomplishments in his area in the past year. A comprehensive report will help the chapter in completing the Chapter Programming Award for his area of focus (if applicable).
4. Troubleshooting: The officer should provide some notes for the incoming officer regarding troubleshooting ("Be Ready For...", "When I was elected I never expected I'd have to deal with this...")
5. Future Ideas: Possibly no one in the chapter knows this position better than the outgoing officer. Share the ideas that you had for the position but never got around to implementing.

Notebook Details

1. The resources that a chapter has are extensive. The DA should help the officer by providing officer manuals from the International Headquarters, materials from Conclave notebooks, names of alumni, school officials, and brothers that can help. Each time a committee utilizes a resource it should be documented so that resources may be used again. These should be kept current.
2. Beginning of Semester Report Form, report forms, and End of Semester Report Forms. These reports will assist in future planning and in avoiding mistakes made in the past.

These notebooks should be kept up to date with at least 2-5 years of material. Much of the material that is older than five years should be filed in the archives. The Director of Administration should check each semester to ensure that these officer notebooks are being used and remain current. It is suggested that 3-ring binders be used for the notebooks. This allows reports to be inserted in the proper place.

IV. INTERNATIONAL HEADQUARTERS SUBMISSIONS

Initiation Reports

- These are to be submitted on forms provided by the FarmHouse International Headquarters within 30 days of initiation into the Fraternity. A 1.5% per month late charge will assessed for all overdue reports.
- The Initiation Report should be completed in triplicate, keep one for your permanent records and send 2 copies to the International Headquarters.
- Print or type the full name plainly and exactly as each initiate wishes it to appear on his membership certificate. Give parents' names, complete permanent home address and zip code.
- Initiation Fee is \$90 per man - including those initiated as Associate Members.
- Include with this report the additional amount of \$30 per man for cost of certificate plaquing. (See information on plaquing orders below.) Check payable to FarmHouse Fraternity covering Initiation Fees and certificate plaquing *must be submitted with report*.

Term Report

- The By-Laws state that the term report is due in the International Office within 30 days following the start of each semester or quarter.
- The International Headquarters will send each chapter a computerized report soon after the start of each term.
- International Dues are currently \$100 per man, per semester for active members, pledges, hold-over members and 5th year members that wish to remain involved as chapter members (participate in intramurals, attend chapter social functions, vote, etc.)
- Instructions will be attached to each report.
- Chapter Advisors must sign the Term report to verify its accuracy.

Transfer Students

- Both chapters involved should report these students.
- The home chapter reports the man as withdrawn 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 parenthesis 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.

The International Dues

- These are indicated on the Term Report. Currently \$100 per semester per man.
- **All active undergraduate** members and pledges enrolled in school are required to pay International Dues (including hold-over members and 5th year members that wish to remain involved as chapter members – such as those who participate in intramurals, attend chapter social functions, vote in chapter meetings, etc.).
- Dues regardless of their place of residence on the campus.
- Checks should be made payable to: FarmHouse Fraternity.

Plaquing

- Plaquing costs vary per certificate. Chapters will receive ample notice if costs increase. The International Office orders membership certificates and arranges for their plaquing immediately upon receipt of Initiation Report and fees.
- If there are those who *do not* want their certificates plaqued, note that on the Initiation Report.
- Allow *at least four (4) weeks* for processing and an additional two (2) weeks for plaquing.

Elections of Officers

- Immediately following the election of officers, the outgoing DA should complete the form online at www.FarmHouse.org to inform the International Headquarters of the newly elected officers and their contact information.

Advisors & Associates

- Chapter DAs are to provide the International Headquarters with the names and contact information of **chapter advisors** at the beginning of the new school year and any time there is a change in advisors (using form online at www.FarmHouse.org).
- **Associate Members** are chosen from non-fraternity faculty and laymen who are interested friends of FarmHouse.
- Associate Members are initiated for \$90 per man, the same as for undergraduates.
- Associate Members are considered alumni at once and do not pay term or semester dues.

Award Certificates

Darl E. Snyder Award

- The Darl E. Snyder Award is given to an alumnus who has made significant contributions to the local chapter.
- The certificate is ordered through the International Headquarters.
- The DA or other designated member should place the order and its name kept secret until the award is presented.
- The order should contain the following information:
 - Alumnus' name as it should appear on the certificate.
 - Chapter name.
- A bill for the certificate will be mailed to the chapter from the International Headquarters.

Skinner Award

- The Skinner Award is given to a lady who has made significant contributions to the local chapter.
- The certificate is ordered through the International Headquarters.
- The DA or other designated member should place the order and its name kept secret until the award is presented.
- A bill for the certificate will be mailed to the chapter from the International Headquarters
- The order should contain the following information:
 - The name as it should appear on the certificate.
 - Chapter name.

Doane Award

- This Award is to be ordered by the Association for presentation to the outstanding member of the outgoing senior class.

Friend of FarmHouse Award

- The Friend of FarmHouse Award is given to a non-member who has made significant contributions to the local chapter, association or Foundation.
- The certificate is ordered through the International Headquarters.
- The DA or other designated member should place the order and its name kept secret until the award is presented.
- A bill for the certificate will be mailed to the chapter from the International Headquarters
- The order should contain the following information:
 - The name as it should appear on the certificate.
 - Chapter name.

Jewelry Orders

Jewelry orders forms are available at www.FarmHouse.org Completed orders can be submitted to the International Headquarters as per instructions on the order form. Please indicate on the jewelry order which type of badges/pins members are interested in. A check covering full payment on all jewelry orders must be included with the order. Checks should be made out to FarmHouse Fraternity. Basic pledge and member pins are available directly by calling the International Office at 800-722-1905. These pins are \$8 each and can be ordered over the phone (a bill will be sent with the pins). See Section V for additional Jewelry information

V. ADDITIONAL RESOURCES

Guide To Effective Committee Meetings

- Establish the purpose with the first meeting and review this at each subsequent meeting.
- Properly announce meetings and try to keep the day, time and place of the meeting consistent.
- Use written agendas.
- Greet brothers individually at each meeting.
- Maintain a proper business-like setting. Do not allow food or beverages.
- Start and end on time. Establish starting and ending times and stick to them.
- Initiate items for the members to consider.
- Facilitate the deliberations and actions of the committee.
- Review basic parliamentary procedure.
- Stick to the agenda. Do not let the atmosphere break down into a social meeting with members talking about what everyone is doing this weekend.
- Encourage free and complete participation – it is the right of the members and the responsibility of the chairman. There is no such thing as a “stupid” idea.
- Keep personal business out of the meeting.
- Privately confront members that are roadblocks or are impeding the progress of the committee.
- Publicly thank members for their contributions and ideas.
- Replace members that do not produce. But only after every alternative has been exhausted.

The layout of the meeting room is important. The room should be set up before the meeting. Consider setting chairs in a circle, so that all members feel equal and important. There may also be a need for tables so that members to have a place to work. Try to hold the meetings in an empty classroom or meeting room in the student union if space in the chapter house is not available. This is important that members not have the usual distractions of phones, visitors, etc. Members should bring a pen, paper, and a calendar to each meeting. If the committee so desires, it should have something entertaining planned for after the meeting.

Goal Setting

Brothers/new members will take ownership and “buy into” the direction of the chapter if they are part of setting and attaining the chapter’s goals. They also provide officers and committee chairmen a basis for evaluating their own effectiveness. For a chapter to operate well, it must set and define goals. The DA and committee system are a vital part of the goal-setting process. The best place to set goals for the chapter is at the semi-annual retreat, but each committee plays a role in defining their goals and staying focused on them throughout the year. This will drive the chapter’s awareness of goals from retreats and maintain the focus necessary to achieve those goals. Below are some helpful hints in goal setting.

- Ask all members to write down goals for the chapter. Do not allow discussion or debate on these ideas yet; allow all members to express their desires freely on paper, no matter how unusual.
- Have each brother read his goals for the chapter. All goals should be recorded, and credit should be given to the owner.
- Discuss the goals after they are presented.

- After the entire list is developed, open discussion and lead the chapter towards consensus on the goals that are most important.
- Evaluation. Is each goal: **SMART**? If it is not all five of these, then the goal needs to be re-thought or restated so that it does pass this test.
 - Specific
 - Measurable
 - Attainable
 - Realistic
 - Timely
- Divide into groups and discuss how this goal will be accomplished.
- Make a written list of all chapter goals and how they are to be accomplished, give this list to all brothers and new members.
- Define objectives and tasks, and delegate each one to a brother (or group of brothers).

Each committee needs to carry out their plan to achieve their goals. The committee should continually re-evaluate progress, by meeting regularly and filing the Weekly Report Form. The committee needs to modify the plan accordingly to achieve success. The advantages of setting goals:

- All brothers/new members become involved in the direction of the chapter.
- The committee chairmen do not become overloaded with too much work.
- All brothers/new members will know what the chapter is going to accomplish.

Motivating Fraternity Members

You need to motivate all of the members, even those who traditionally have not been too involved. Each member of the chapter has great ideas, and they should be motivated by you to develop these to fruition. It is important to remember that apathy is not a problem; it is a symptom. It is the job of the vice-president to seek out the real reasons “apathetic” brothers are not participating and try to pull these brothers back into being an active part of the chapter. These are some of the keys to motivating the members:

1. **Goals:** Need to be established for individuals as well as committees and the chapter. They give people something for which to strive. In general, if we strive for a particular goal, our performance will be higher than if we are not aware of any specific end result.
2. **Incentives:** To provide effective incentives you must know your men and recognize which incentives work for each individual. In addition, what may be an effective incentive at one period of time may not be under other circumstances. Constant evaluation of incentives is necessary. Incentives may include honors, awards, recognition, and travel to Conclave, Regional Leadership Conferences, or even appointments to special committees of high esteem.
3. **Communication:** Proper communication is an important factor in motivation. All members must be aware of the goals and direction of the chapter. Direct communication avenues can be retreats, bulletin boards, newsletters, group discussions, and phone-trees.
4. **Evaluations:** An important factor in any organization is feedback on programs and activities. Procedures and progress must constantly be evaluated both to and from the leadership of

the chapter. Proper evaluations will help the members understand what areas need improvement and in which areas the chapter does well.

5. **Leadership:** Leadership means many things, such as organization, coordination and management. Leadership itself has a set of keys.
 - a. The ability to arouse self-involvement. We work more effectively doing a job that we feel is ours. People also follow those who lead by example and are involved themselves
 - b. The ability to give freedom and keep control. Delegation fosters a feeling of confidence and gives an opportunity for independent and individual expression.
 - c. The ability to identify with others. Leaders must be interested in the members of the chapter as individuals and try to be liked by them, however he should not let his hoped-for popularity become an end in itself.
 - d. The ability to give credit. A recent survey shows that recognition is the most significant factor in contributing to the motivation of college students. Give awards to those that deserve them.
 - e. The ability to show confidence. A prime key to leadership is self confidence, and those who follow need to have faith in the person who is leading them. All strong leaders appear sure of themselves.
 - f. The ability to assign blame. Praise in public, criticize in private. A true leader always admits his shortcomings and mistakes.

Resources from the International Headquarters

The International Headquarters provides a discount on all plaquing of FarmHouse membership certificates, Doane, Skinner and Snyder Awards, other FarmHouse related materials, and any certificate or photo from a licensed vendor – provided such materials are submitted through the International Headquarters. The discount will not be extended if the chapter or member submits directly to the company.

Award Certificates. The International Office will provide certificates for:

- The Doane Award \$20 each
- The Snyder Award \$20 each
- The Joan Chad Skinner Award \$20 each
- Friend of FarmHouse Award \$20
- The Award Certificates can be plaqued or presented in a leather folder. The charge for plaquing the certificate is an additional \$30 each.

Merchandise

There is a Jewelry Order Form at the end of this handbook. The FarmHouse International Headquarters supplies a wide variety of merchandise at cost plus postage. These include bumper stickers, decals, folders and posters. For a complete and most up-to-date list of merchandise, please refer to the FarmHouse website.

Parliamentary Procedure

It is the Chapter President's job to ensure meetings run smoothly, commonly using parliamentary procedure and Robert's Rule of Order. The DA's role in tracking meeting activity, attendance, and maintaining records will often require you to assist the President with items during meetings.

Download basics of parliamentary procedure at: http://www.farmhouse.org/pdf/par_pro.pdf

Sample Forms

The following forms on the following pages should be photocopied and filled out by committee chairmen.

**FARMHOUSE COMMITTEE
BEGINNING OF SEMESTER REPORT FORM**

Committee _____ Chairman _____

Meeting Date ____/____/____

Committee Members:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Specifically, what are the goals of this committee?

What is the budget of the committee? _____ (verify with the treasurer)

What events/programs does the committee have planned? (include dates and funds needed)

What problems/obstacles does the committee foresee this semester?

Chairman's Signature _____

Complete and return to the DA. Attach additional sheets if necessary.

**FARMHOUSE COMMITTEE
REPORT FORM**

Committee _____ Chairman _____

Meeting date ____/____/____

Committee members at meeting:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Total funds spent this week: _____ Funds remaining in budget: _____ (verify with the treasurer)

Activities this past week:(include dates and funds spent)

Activities for next week:(include dates and funds needed)

Motion(s) for chapter meeting:

Please list any successes and failures of the committee recently.

Chairman's signature _____

Please fill out and return to the DA.

**FARMHOUSE COMMITTEE
END OF SEMESTER EVALUATION FORM**

Committee _____ Chairman _____

Final meeting date ____/____/____

Total funds spent: _____ Total funds remaining: _____ (verify with treasurer)

List all activities held this semester:(include all dates and funds spent)

How many committee meetings have you had this semester? _____

List the brothers/new members in your committee that performed satisfactorily:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

List any others that assisted:

1. _____
2. _____
3. _____
4. _____

List the successes and the failures of the committee this semester:

Look back at the goals at the beginning of this semester, were the goals accomplished? Why or why not?

Specifically, what would you change if you were in charge of this committee again?

Chairman's signature _____

Please fill out and return to the DA. Attach additional sheets if necessary

**FARMHOUSE COMMITTEE
INTEREST SIGN UP SHEET**

Name _____

Please place a check mark by each committee on which you would like to serve. This will not guarantee you a seat on the committee, but will help in making committee assignments.

- Alumni Relations
- By-laws
- Financial Review
- Fund Raising
- House Maintenance
- Kitchen
- Philanthropy
- New Member Education
- Public Relations/Publicity
- Risk Management
- Recruitment
- Scholarship
- Social

Ideas for additional committees:

Jewelry Order Form

Farmhouse Fraternity Official Jewelry
by Burr, Patterson and Auld Company
www.farmhouse.org/jewelry.htm

Pledge Button, Golklad*		\$ 8.00
Monogram Lapel Pin, Golklad		\$ 8.00
Official Plain Badge, Golklad		\$25.00
Official Plain Badge, 10K Gold		\$50.00
Official Pearls and Rubies Badge, Golklad		\$65.00
16 stones, 3 synthetic ruby points		
Official Pearls and Rubies Badge, 10K Gold		\$95.00
16 stones, 3 ruby points		
Letter Guards – Golklad	Single Letter	Double Letter
Plain	\$14.00	\$17.00
Close Set Pearl	\$33.00	\$45.00
Crown Set Pearl	\$40.00	\$50.00

Chapter Officer Dangles - Golklad - \$10.00 each

Office	Symbol	Office	Symbol
1. President	Gavel	21. Scholarship Chairman	Greek Column
2. Vice-President	Torch	22. Intramural Chairman	Winged Foot
3. Secretary	Quill	23. Song Director	G Clef
4. Treasurer	Key	24. Activities Chairman	Cornucopia
5. Corresp. Secretary	Bottle/Quill	25. Master of the Ritual	Candle
6. Guard	Sword	26. Pledge Educator	Clasped Hands
7. Chaplain	Cross	27. Jeweler's Representative	Jeweler's Loupe
8. Recorder	Scroll	28. Parliamentarian	Lion
9. Rush Chairman	Sword/Crook	29. Marshal	Baton
10. Sergeant at Arms	Mace	30. Asst Activities Chairman	Jester's Baton
11. Historian	Scroll/Quill	31. Alumni Secretary	Wreath
12. Social Chairman	Torch/Wings	32. Non-Athletic Activities	Owl
13. Faculty Representative	Mace/Star	33. Auditor	Trident
14. Editor or Reporter	Winged Pen	34. Member at Large	Heart
15. Board of Control/Warden	Trident	35. Community Service	Temple
16. Interfraternity Rep.	Crook/Laurel	36. Big Brother	Lamp
17. Housemother	Rolling Pin/Laurel	37. Properties Chairman	Dagger
18. House Manager	Parchment		
19. Steward	Rolling Pin		
20. Advisor	Wings		

* Golklad is 14K gold electroplate
Engraving - \$5.00 for each
Badge Shipping - \$5.00 each order

Please submit all jewelry orders on an official order form. For questions on jewelry orders call (800) 722-1905. All jewelry must be ordered from the FarmHouse International Office.

Acknowledgements

Many groups and organizations have contributed to the development of these materials. Special thanks for all of their contributions to:

Kappa Sigma
Triangle
Pi Kappa Alpha
Theta Chi
Sigma Alpha Epsilon
Beta Theta Pi
Sigma Chi
Alpha Chi Omega