

Specific Officer Responsibility

It is up to you to ensure that each officer directly involved with risk management knows his duties and responsibilities that pertain to risk management.

Chapter President - as the CEO of the chapter, he has the ultimate responsibility for the chapter's risk management program. He'll be the first one carted off to jail if the chapter does something stupid. The attitude the President takes towards risk management will set the tone for the rest of the chapter. Primary responsibilities include:

- work closely with the risk manager and social chair
- be prepared to execute a Crisis Management Plan (for death, serious injury, suicide, sexual assault allegation, hazing allegation, etc.)
- ensure that risk management workshops and forms are completed
- be aware of laws/responsibilities when hiring, evaluating and terminating cooks or housemothers.

Director of Risk Management - if you don't have this officer, seriously consider adding it to your Exec Board. You need someone who is able to look at every action of the chapter from an outsiders' viewpoint. He is in charge of the risk management efforts of the chapter. Primary responsibilities include:

- develop a risk management & Crisis Management plan
- make sure risk management seminar takes place one semester, alcohol awareness seminar the next
- ensure RM/Alcohol Verification Forms submitted to FH International
- review T-shirt designs before printed and review theme party ideas
- review plans for all social events with social chair and his committee to ensure compliance with FH and FIPG policies
- meet semesterly with each officer who has risk management duties.
- have a committee that helps with onsite risk management efforts at social events.

Social & Brotherhood Chair - he must be aware of the FH Alcohol/Drug policy and FIPG policy and plan events accordingly. Responsibilities include:

- Develop with Director of Risk Management a social event planning checklist; complete prior to each social event (guest lists, ID process, 3/4 vote, etc).
- Ensure that all events are BYOB or Cash Bar and that proper steps are in place to hold members/guests accountable to policies/laws.
- With Director of Risk Management, implementing carding, security and working with 3rd party vendors at social events.
- Implementing member and guest safety at events.

Director of House Operations - he's primarily responsible for house safety issues. Specially, he's responsible for:

- At least once a semester, reviewing Safety Self-Inspection Form with advisor or association officer.
- Written reports to association and chapter President of potential liability/risk concerns - plumbing, electrical, fire hazards, furnaces/hot water heaters, kitchen, etc.

- Coordinate fire/evacuation drills periodically (contact the local fire department to assist for more effective workshop/drill).
- Work with city/county/university health and fire inspections to ensure we're meeting code.

Director of New Member Education - Specific responsibilities include:

- ensuring that the pledge education program, pre-initiation process and other pledging activities are hazing free.
- hold all active members accountable and bring charges before the chapter of any active that crosses the line of hazing.
- making sure no alcohol is present at pledge activities - pledge retreat, pledging ceremony, pre-initiation, etc.

VP of Recruitment - Specific responsibilities include:

- ensuring that all recruitment events are alcohol-free.
- being diligent in enforcing dry rush policy for all recruitment and hold brothers accountable/ask them to leave if they have alcohol.

VP of Finance - Specific responsibilities include:

- working with a finance committee that reviews finances monthly
- working with alumni audit team to ensure an audit occurs annually (whether an outside firm or committee made up of officers and alums/advisors)
- keep detailed records in secure location, accounting for each transaction, check written, etc. - and have back-ups for all computer files.

Chapter Advisor - Specific responsibilities include:

- serve as a moral conscience for the chapter, making them aware of when a planned event is not following policy.
- help ensure the required workshops/forms are submitted and that all members are aware of policies.

Association Board - Specific responsibilities include:

- inspect the chapter house and property and work with Director of House Operations to ensure that all safety/risk related challenges are addressed.
- assist chapter in enforcing policy and help educate them on risks.

Every brother - Specific responsibilities include:

- learn FH Alcohol/Drug Policy and FIPG policy
- conduct self as FarmHouse man & hold one another accountable
- report unsafe conditions
- attend risk management sessions