



House Directors

The House Director is the official hostess of the Sorority house and must possess superb managerial and communications skills. She must be comfortable working closely with college-age women. The House Director must also understand the need for discretion and maintaining confidentiality. She must be accessible and approachable. Attention to detail and careful record-keeping are also important attributes.

The **Sigma Kappa National Policy Handbook** includes the following directives regarding House Directors:

1. All collegiate Chapters with live-in housing shall have a House Director.
2. Collegiate Chapter members are permitted and encouraged to express opinions and present recommendations to the Corporation Board with respect to the renewal of contracts and the hiring of a House Director.
3. The Corporation Coordinator/Corporation Liaison shall approve the hiring, retention or dismissal of the House Director.

House Directors may not be invited to become an initiated Sigma Kappa until they have permanently retired. Permission for the Alumnae initiation of a retiring House Director must be received from the Sigma Kappa National Council.

The House Director may not serve as a volunteer on Corporation or Advisory Boards during the term of her employment.

Hiring the House Director

A committee under the supervision of the Corporation Board shall hire the House Director. This committee recruits qualified candidates, reviews applications and conducts interviews. The committee should consist of a member of the Corporation Board, collegiate member of the Corporation Board. College/University Green affairs offices are a good resource for locating interested applicants.

Collegiate members are encouraged to express opinions and present recommendations to the Corporation Board regarding the renewal of contracts and the hiring of a new House Director.

In preparation for hiring a House Director, the committee should develop specifications for the job, including requirements and qualifications that an applicant should meet as well as starting dates, salary and job description. An application form should be completed by each candidate. A sample Application Form is included in this section of the Handbook. It is suggested that a background check be done on applicants. See form included in this section.

The Age Discrimination in Employment Act, 29 U.S.C Section 621, et seq., prohibits discrimination of the basis of age. A Corporation Board may not make a hiring decision based on age if the candidate is older than 40 years of age or younger than 70 years of age. The Equal Employment Opportunities Act, 42 U.S.C. Section 1981a, et. seq., which bars discrimination based on sex, race, religion, or ethnic origin,

does not apply to corporation with fewer than 15 employees. Various state anti-discrimination statutes may apply, however, and a local attorney can provide direction in this matter.

Interview only the most qualified candidates. The committee should feel no obligation to formally interview every applicant. Should there be a male applicant for the position, the committee should check with their local attorney about any local ordinance that might require the committee to consider a male applicant. It is permissible to conduct initial interviews by telephone when the candidate does not live within driving distance. A face-to-face interview should be held prior to making a final decision.

The interview is important in ascertaining whether or not the person applying has the abilities, interest, personality, attitude, and background to perform the job and is suitable for the position. The benefits, duty schedule and vacation policies should be presented during the interview. It is extremely important that both employment and personal references be checked before an offer of employment is made. Taking time to perform this step can prevent future problems. The Corporation Coordinator/Corporation Liaison should be contacted before hiring an individual who has served as House Director for another Sigma Kappa Chapter.

The final hiring decision should be made only after consultation with the Corporation Coordinator/Corporation Liaison upon completion of the interviewing process. The committee should send its recommendation to the Corporation Coordinator/Corporation Liaison with a copy of the application form, a summary of the reference checks and a copy of the background check.

When an offer of employment has been accepted, it is important that a contract be offered and a signature obtained immediately. A Model Contract for the House Director is included in the Contracts section of this Handbook. All written contracts should be reviewed by a local attorney for compliance with state employment regulations and by the Corporation Coordinator/Corporation Liaison for conformity to current National guidelines.

The House Director should be provided with copies of the current Room and Board contact, the Sigma Kappa National House Rules, the local house rules and the most current version of the **Sigma Kappa Handbook for the House Director**.