

# Junior Dean

Fostering a positive social experience

GOLD BOOK SERIES



# Junior Dean Gold Book

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## Introduction

The Acacia Fraternity is, of course, a social fraternity, and this aspect plays an important role in the development of each individual. The Junior Dean is charged with providing the chapter with a wide range of extracurricular activities designed to fulfill the needs of the brotherhood for varied and interesting entertainment, social development, and campus/community services. A well-rounded social calendar includes activities that provide the opportunity for solidarity among the brothers, and can highlight the chapter to potential new members, alumni, University faculty and staff, and other members of the community.

In today's society, the benefits of belonging to a fraternity have been marred by the bad publicity fraternities have received in recent history. New rules and restrictions are being adopted constantly, and the risk management era has hit full stride. A Junior Dean can no longer simply set up a party, sit back, and relax. Precautions must be followed and restrictions must be followed. These are the challenges and problems that a successful fraternity must go through, not simply go around and never get past.

It is this area that you, as the Junior Dean, are responsible for producing success. Without your hard work and organization, even the best of chapters will fail to meet their ultimate goal of helping their members become successful men in the world today.

## Responsibilities

The Junior Dean is responsible for planning and coordinating a well-rounded social calendar for the chapter. The Junior Dean should coordinate his work with the Venerable Dean, Risk Manager, Treasurer. With help from these chapter officers a Junior Dean can reduce conflict in the chapter schedule, keep risk at a reasonable level, and create a fiscally responsible budget.

The main Junior Dean responsibilities include:

- Promote social development through both brothers-only and general social events
- Coordinate all social functions of the chapter
- Schedule, plan, and supervise all social events throughout the year
- Work with the Treasurer to manage social budget
- Work with chapter Risk Manager ensuring all Acacia, University, and Local policies are followed
- Work with appropriate chapter officers to coordinate certain events such as helping the Alumni Relations chairman with an Alumni Weekend
- Assist new member officers in arranging mixers/exchanges with new sorority classes
- Keep the chapter apprised of all campus social events
- Maintain an officer notebook including calendar, contacts, and planning/evaluation forms (see Officer Transition and Training Gold Book for an example)

Where possible, it is recommended that the chapter maintain a standing committee, chaired by the Junior Dean, that assists in planning, organizing, and executing the chapter's social events. A committee should be made up of three (3) to five (5) men that are delegated duties in order to assist the Junior Dean in providing a fine social schedule for the chapter.

## The Calendar

A well thought out social calendar will provide the chapter with events that strengthen the ties of brotherhood, and build good relationships with other campus and community members. The range of events in a social calendar can include brotherhoods, exchanges/mixers, alumni gatherings, and more. Where the University allows alcoholic events, the calendar should include a number of non-alcoholic events as well. A well-rounded social calendar will take into account scholastic, community service, and other personal development needs.

A well-rounded social calendar can include:

Brotherhood Events – Planned events for brothers only; can include things such as:

- Paintball
- Bowling
- Camping/Fishing Trips
- Billiards
- Big/Little Events

Alumni Events – Invite Alumni back to interact with the Active Chapter:

- Homecoming
- Golf Tournament
- Housework/Home Improvement Weekends
- Honoring Banquets

Sorority Mixer/Exchange – Pair with a Sorority for themed event or special activity:

- Themed Party
- Miniature Golf
- Philanthropy Event
- Social Awareness Discussions (*Cornerstones* activity)

Themed Date Parties – Social Event with a planned theme and decorations:

- 50s/60s/70s/80s Night
- Nite on the Nile
- etc

Formals – Celebration with banquet, awards presentation, dance

Dad's/Mom's/Parent's Weekends

Study Breaks – Spontaneous events taking treats to a Sorority for a quick social visit with their members

Serenades – A chance to bring fraternal tradition to campus (These should always be done with respect and dignity)

\*You may also find more social ideas and resources through Acacia Headquarters Staff



## The Social Committee

The needs and demands a chapter has for its social schedule can be a daunting task for one man. The best way to ease some of the load is by sustaining a Social Committee, headed by the Junior Dean, and tasked accordingly to help plan and carryout social events. The committee can also assist the chapter in evaluating events after they have taken place. It is the feedback after an event that can help to continually develop a great experience for chapter members.

### Event Planning

The planning of a social event is the biggest key to successfully programming an event. As the old saying goes, "If you fail to plan, you are planning to fail." In planning an event the following checklist can be very helpful. Also, see Event Planning Form on page 9.

#### Determine:

- ✓ Type of Event
- ✓ Date
- ✓ Location

#### Contact:

- ✓ Facility manager for event location
- ✓ Caterers/Licensed vendors for food and alcohol
- ✓ File any necessary forms with the University
- ✓ Invitation for those intended to attend
- ✓ Security (where needed)

#### Prior to Event:

- ✓ Decorate accordingly
- ✓ Have all risk management responsibilities in place
- ✓ Delegate clean-up responsibilities

#### After Event:

- ✓ Clean-up
- ✓ Thank all appropriate persons
- ✓ Complete Event Evaluation Form (page 10)

## Risk Management

In today's setting, Risk Management has become the buzz phrase for Universities and Fraternities in understanding how to reduce liability and safely maintain operation. As the Junior Dean, you are entrusted with facilitating a social schedule that is safe for participants and reduces liability issues for the chapter. You should be familiar with the risk management policies of Acacia Fraternity, your university, and local government. In addition to the following information, you should be familiar with the Risk Management Gold Book, and coordinate with your chapter's Risk Management Chairman for all events.

Some things you might not know about liability –

The purchase of alcohol by a social chairman for a party at which minors will consume alcohol may be considered purchasing alcohol for a minor.

If the general public is invited to a Chapter party, the Fraternity house or the facility holding the party would probably be considered a public place, and for that reason, serving liquor without a proper license at such a function would be in violation of the law.

If liquor is served to a person already intoxicated and that intoxicated person then injures himself or a third party, liability may be asserted not only to the server but also to the Chapter, its members, Alumni Corporation or the National Fraternity, as well.

\*If a reasonable person would not have served liquor to that individual (considering his age, maturity, and apparent sobriety) liability attaches to the server for any damage that individual might do.

There are three basic actions from which your Chapter could accrue liability under most state statutes:

1. Selling liquor to a minor
2. Serving liquor to a minor or being responsible for a minor consuming alcohol in a public place
3. Passively serving alcohol to any individual

If a guest at an Acacia party were injured or caused injury to another person, the following could be held liable:

- Undergraduate Chapter as host of the social function
- Alumni Corporation as landlord of the property
- Individuals serving the alcohol
- Chapter Officers

Some other issues to keep in mind:

Sale of cups, food, drink, tickets, or simply passing the "hat" can be considered illegal sale of liquor.

If you or the Chapter is named in a lawsuit, you may be required to testify in a Court of Law years after the accident occurred. This would require loss of work time, probably at your own expense.

Even if the lawsuit is dropped, or the Fraternity is acquitted, the cost of legal fees could reach tens of thousands of dollars.

Bad P.R. in the newspapers could result in lower numbers of recruits.

There is no insurance available that will cover an accident in which an illegal act has taken place, e.g. serving minors alcohol.

A rule of thumb for assessing the risk of an event when considering alcohol follows:

Lowest Risk -

Substance Free Events

Caterers - 3<sup>rd</sup> Party Vendors

BYOB Events

Pseudo - BYOB Events

Closed Event with chapter purchasing alcohol

Contributing chapter funds for alcohol related events

Drinking games and/or forced drinking

Open parties with alcohol

Highest Risk-

Charging at the door for alcohol-related events

## Brotherhood Functions

It is important for the social calendar to involve functions that are brothers only. It is through these events that the ties of brotherhood will strengthen. Some ideas for brotherhoods are:

- Camping/Fishing Trips
- Paintball
- Sporting Events
- Bracket Pools
- Pass the Gavel/Good of the Fraternity
- Monday Night Football
- Or any event that the brothers are interacting together

## Sorority Relations

Although Greeks are not an exclusive group of people, it is important to remember the common bonds that Greeks do share. It is because of these ties that your chapter should always maintain a quality relationship with the other Greek organizations on campus. As Junior Dean, it is your responsibility to see that these relationships are maintained. There are many actions that the Junior Dean can take to better relations with sororities such as congratulation and thank you cards, serenades, and remembering special dates for the sorority.

Serenades - This is a great way to continue a fraternal tradition by singing appropriate Acacia or other songs to sororities on occasion.

Study Breaks - Impromptu visit to a sorority house in which the brothers bring treats and mingle with the girls.

Etiquette/Manners Dinners - Great function to pair with a sorority to teach the men appropriate customs and meet the women of a sorority

Flowers and Cards - A great way to build good relations with sororities can be to commemorate their national or local founding with a card and the sorority flower. (A list of founding dates can be found on page 8)

Social Awareness Discussions - Host a chapter, and any alumni advisors, for a presentation on a social issue and open discussion to identify opinions among the participants. (see *Cornerstones*)

<u>Sorority</u>	<u>Founding Date</u>	<u>Flower</u>
Alpha Chi Omega	October 15, 1885	Scarlet Carnation
Alpha Delta Pi	May 15, 1851	Woodland Violet
Alpha Epsilon Phi	October 24, 1909	Lilly of the Valley
Alpha Gamma Delta	May 30, 1904	Red and Buff Roses
Alpha Omicron Pi	January 2, 1897	Jacqueminot Rose
Alpha Phi	October 10, 1872	Forget-me-not, Lily of the Valley
Alpha Sigma Alpha	November 15, 1901	Narcissus and Aster
Alpha Sigma Tau	November 4, 1899	Yellow Rose
Alpha Xi Delta	April 17, 1893	Pink Rose
Chi Omega	April 5, 1895	White Carnation
Delta Delta Delta	November 25, 1888	Pansy
Delta Gamma	December, 1873	Cream-colored Rose
Delta Phi Epsilon	March 17, 1917	Iris
Delta Zeta	October 24, 1902	Kilarney Rose
Gamma Phi Beta	November 11, 1874	Pink Carnation
Kappa Alpha Thera	January 27, 1870	Black and Gold Pansy
Kappa Delta	October 23, 1897	White Rose
Kappa Kappa Gamma	October 13, 1870	Iris
Phi Mu	January 4, 1852	Rose Carnation
Phi Sigma Sigma	November 26, 1913	American Beauty Rose
Pi Beta Phi	April 27, 1867	Wine Carnation
Sigma Delta Tau	November 12, 1922	Tea Rose
Sigma Kappa	November 9, 1874	Violet
Sigma Sigma Sigma	April 20, 1898	Purple Violet
Theta Phi Alpha	August 30, 1912	White Rose
Zeta Tau Alpha	October 15, 1898	White Violet

These dates are for the Inter/National organizations. Most of these flowers can be found at your local florist. If you cannot find the correct flower; it is appropriate to use a reasonable substitute.

## Event Planning Form

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Name of Event:

Type of Event:

Date:

Location:

Budget:

Vendors/Caterers:

Decorations:

Risk Management needs:

Invitations:

Clean-up Crew:

## Event Evaluation Form

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Date:

Event:

How was the event planned and executed?

Was this event successful? Explain what made it a success.

Were there problems with the event? (setup or actual event)

Would you encourage doing this event again?

What, if anything, could be done to make this event more valuable or easier to organize?

