

THIS AGREEMENT is entered between Bowling Green State University (hereafter called the University), and _____ (hereafter called Chapter), which will be assigned to _____ with a designated capacity of _____ for the period of August 17, 2011 to May 5, 2012.

A signed housing agreement is due by **5:00pm on Friday, April 15, 2011** and this agreement shall cover the 2011-2012 academic year.

I. General Overview

It is agreed by and between the parties as follows:

1. The assignment of University-owned and operated residential space to a Chapter is regarded as a privilege awarded to those Chapters committed to utilizing all available space and resources to accomplish the following objectives:
 - a. Create an atmosphere conducive to academic excellence;
 - b. Through intentional programming, contribute to the personal growth and development of the membership; and
 - c. Foster a stronger brotherhood/sisterhood among members.
2. Only chartered fraternities and sororities are eligible for a designated small group living unit, such as a chapter house, designated residence hall suite(s), or grouping of residence hall rooms (hereafter called the Chapter house.) Exceptions may only be authorized by the Director of Fraternity and Sorority Life and Director of Residence Life.
3. The Chapter shall be in good standing with the (Inter)National Headquarters and University, emphasize the advancement of scholastic achievement of members, promote educational programming and adopt no policies that conflict with University policies or procedures.
4. Residents shall abide by all Federal, State and local laws and University and Residence Life procedures and policies (e.g., Code of Student Conduct and Community Living Standards) and will meet all payment deadlines as outlined in the Housing and Dining Agreement.
5. The capacity of the house is determined annually by the University. Room functions and occupancy for 2011-2012 are included in **Appendix A**. Room functions may be changed at the discretion of the University.
6. Room rates shall be established annually by the University and published after approval by the Board of Trustees.
7. The Chapter shall be responsible for upholding and maintaining the required capacity of the assigned facility at all times. The University may assign other University students, regardless of Greek affiliation, to the house to maintain occupancy. The Chapter will be assessed a charge per vacancy each semester at a rate established by the University and outlined in **Appendix A**.
8. This Agreement shall automatically terminate at any time when the Chapter's registration as a student organization is suspended or terminated by the University or at any time when the group fails to discharge fully any of its obligations hereunder. Termination of this Agreement does not release the Chapter from any financial obligations to the University incurred by violating provisions of this Agreement.

9. The Chapter officers and members have a duty to report all violations of law and University policies that occur in or around the house to the appropriate University officials and offer cooperation in the investigations of violations and enforcement of any conduct measures authorized by a University official.
10. The University will provide the following: utilities; general custodial and maintenance services; appliances; basic furnishings in common areas; wall and floor coverings; window treatments in common areas and student rooms; student room furnishings to include a bed, wardrobe or closet, desk, chair, and chest of drawers for each student; and fire safety equipment, all subject to repair and replacement policies for University residences, as outlined in **Appendix B**.
11. A University appointed staff member shall provide organizational support to chapters and supervise the operation of the chapter house and shall have final authority concerning the operation of the chapter house. The appointment and placement of staff will be made by the University.
12. The Chapter is responsible for the proper protection and care of University property, in and around the house, and shall be billed for the replacement/repair of damaged University property, other than normal wear and tear, as judged necessary by the appropriate University officials.
13. All financial obligations of the Chapter to the University must be paid in full prior to the renewal and execution of this Agreement.
14. The assignment of a University facility to a Chapter will be reviewed by the Greek Housing Board annually. The Director of Residence Life, or designee, will review the Board's recommendations and make a final decision.

Procedures for implementing this Agreement include:

II. Building and Furnishings

1. The Chapter shall purchase, repair, maintain, replace, and retain common area furniture except as noted in Section I above.
2. Furniture provided for residential rooms (e.g., beds, desks, or chairs) shall remain in the assigned residential room and cannot be moved to or stored in other rooms or common areas.
3. Any Chapter desiring to undertake renovations or replace furnishings must first submit a request to the University for approval. Requests may take up to 45 days to be reviewed. No construction work may be scheduled until the project is approved by the University.
4. Construction work must be performed by a contractor approved by the University. All work will be inspected and unsatisfactory construction or materials will be replaced at the Chapter's expense.
5. Decorative, functional, or structural alterations must be in compliance with the Ohio Building Code and University requirements. All materials, equipment, and furnishings must be approved by the University prior to purchase and/or installation in the facility.
6. All permanent construction and renovations (e.g., carpeting, lighting fixtures, and restroom upgrades) become part of the facility and the property of the University. The University shall not reimburse the Chapter for any expenses related to permanent construction and renovations under any circumstances.
7. Only furniture that meets the fire retardant code is permitted in the Chapter house. Vinyl furniture such as bean bag chairs and overstuffed upholstered furniture that is

not classified as being fire retardant is prohibited. All furniture must have verification that it is fire retardant. Samples and specifications must be presented to the University for approval prior to purchase. Upholstered furniture shall have fabrics that meet the Class I requirements of the U.S. Department of Commerce Commercial Standard 191-53, California Flammability Bulletin 117, or Class A-ASTM-E84. Spray retardant will not meet required standards.

8. When acquiring furniture, all items must be purchased new. Pre-owned items may not be brought into a Chapter house.
9. At the end of the academic year, the Chapter is responsible for leaving the facility in a clean and orderly condition and comparable to the condition listed on the check-in record completed at the start of the school year. Details about this process may be found in the checkout procedures.
10. Personal property may not be stored in the facility during the summer session.
11. Non-residents may not store personal property in the facility at any time.
12. Attic space may not be used for storage at any time.
13. Combustible items are prohibited from being in the facility.
14. The University is not responsible for loss or damage to property or personal effects belonging to the Chapter, its members, employees, or guests. Accordingly, the University strongly encourages each chapter to insure Chapter property since the University does not provide this coverage.
15. Exterior signage identifying the Chapter is provided by the Chapter. The Chapter is also responsible for installation, maintenance, and removal/replacement of signage. Such signage is to be limited to large letters identifying the Greek name of the chapter, and free standing signs with Chapter-specific information. Signs are subject to approval by the University and must be of an appropriate size, material, and design. All Chapter-owned signage must be well maintained.

III. Computer Lab

1. The University will provide computer equipment for each chapter residence. The room (or space) designated for the computer lab shall be used exclusively for that purpose.
2. All provided equipment and furniture must stay in the designated location, and the Chapter is responsible for any damages, beyond normal wear and tear, to equipment and/or furniture. The computer room should never be used for overnight accommodations for residents or guests.
3. The University will provide paper and toner.

IV. Kitchen and Dining

- A. Operation of the kitchen and serving of meals is delegated to the Chapter with two options for providing meals to chapter members. Failure to select an option when returning this agreement will result in the chapter automatically being signed up for Option 2.

Option 1: Chapter employs a cook to supervise all kitchen operations. If the Chapter chooses this option, the following applies:

1. A full meal plan consisting of a minimum of two prepared meals per day, Monday through Friday shall be provided beginning the first day of classes each semester through at least Wednesday of finals week. The meal service shall be provided for the Greek House Director, at no cost to the Greek House Director. The chapter will be paid \$500 per

semester to help offset the cost of the meal service for the Greek House Director.

2. Nutritious meals are served as defined by the University Dining Services.
3. The cook must be certified in food safety and participate in all appropriate University training seminars concerning kitchen operations.
4. The cost of these seminars and obtaining and maintaining certification and ongoing training, if any, must be paid by the Chapter. The Chapter shall also pay for costs associated with obtaining a parking decal for a cook.
5. All local, county, state and federal regulations pertaining to licensed food services are followed.
6. All taxes, fees, and payments related to the employment of kitchen employees and all necessary University, local, state and federal documents (e.g., taxes and Workman's Comp) are processed as required.
7. The appropriate University officials and/or officials from the County Health Department may terminate use of the kitchen at any time for violation of University policy and/or Health Department standards. Violations of this policy will result in progressive corrective action by the University.
8. The cook's contact information shall be submitted annually to Fraternity and Sorority Life.

Option 2: Chapters not employing a cook will opt to have all Chapter house residents purchase a University meal plan for both fall and spring semesters. In addition, major kitchen appliances (e.g., stove) shall be disconnected to prevent improper use of a commercial kitchen. Chapters may purchase smaller appliances (e.g., microwaves and toaster ovens) so residents can prepare individual meals or snacks; however, appliances must meet all safety expectations as outlined in this Agreement.

- B. Up to the end of the fourth week of classes each semester, members of the Chapter selecting Option 1 that live in University residence halls may cancel, without penalty, all or part of their University meal plans and may, in the alternative, choose to eat with the Chapter in the Chapter house. Requests for the cancellation of meal plans received after the fourth week of classes will not be honored for that semester. If a University meal plan was purchased, refund monies available will follow University Dining's forfeiture schedule. Custom (mixture of all-you-care-to-eat and retail dollars) and Traditional (all-you-care-to-eat) plans will automatically deduct all swipes up to and including the day of cancellation. The Retail Only plan and the retail portion of the Custom plan refund amount will be determined using the forfeiture amount on the day of cancellation or the balance remaining after deducting the actual spent, whichever is lower. Payment towards Chapter meals will then be deducted from this adjusted balance and the remaining balance will be converted to Retail funds available to the student.
- C. All individuals who reside in the Chapter house are required to participate in the determined Chapter meal program option, unless an exemption has been granted by the Director of Residence Life, or the Director's designee. If a Chapter meal plan exemption is granted, the individual will be charged for the least expensive University meal plan, currently a Bronze plan. Please note that individuals that are assigned to the least expensive University meal plan (i.e., Bronze plan) must

complete the proper appeals process through BGSU Dining if they wish to cancel this plan. If a member has not made payments toward the Chapter meal program by the third week of classes, that individual will be automatically billed for the least expensive University meal plan along with being documented as having failed to comply with a University policy. The Chapter may also be found in violation of this Housing Agreement.

- D. The Chapter is responsible for ensuring the cleanliness of the kitchen and dining area as defined by the University. Violations of this policy will result in progressive corrective action by the University.

V. Sign-Up Procedures

1. The chapter house roster for fall and spring semesters must be submitted to Residence Life on the dates specified by that office.
2. Individuals interested in residing in a Chapter house for the upcoming academic year must sign up on-line during the designated period of time and make their initial housing payment.
3. Additions and/or changes to the housing roster for the upcoming year may be made until the last day of the preceding spring semester. The Chapter President, House Manager and a designated Chapter Advisor are the only people authorized to make adjustments to the Chapter housing roster.
4. Individuals listed on the Chapter housing roster submitted in the fall may move into the Chapter facility for the spring semester.
5. Individuals moving into the Chapter facility for the spring semester may store belongings in the Chapter facility during the official fall final examination week; however, the student may not reside in the house and/or have a key to a residential room in the facility until the date when University residences actually open for the spring semester.
6. All individuals moving into the Chapter house for the spring semester must also properly complete the check-out process from their assigned fall University residence space (if applicable).

VI. Assignment of Students to the Chapter House

1. First-semester students are not permitted to reside in the chapter house. An exception may be made for transfer students who are members of the fraternity/sorority.
2. Chapter presidents must reside in the Chapter house for the duration of their term in office. One room in each house will be designated as the President's room (**refer to Appendix A**), and the individual residing in that room will be billed a double room rate. Exceptions may only be approved by both the Greek Housing Board and the Director of Residence Life, or designee. Outgoing Chapter presidents may be released from the Housing and Dining Agreement mid-year provided they submit an official appeal to the University and:
 - a. Meet one of the criteria to be released from the two-year housing residency requirement as outlined in the Housing and Dining Agreement.
 - b. The Chapter facility will not have any vacancies; and
 - c. The outgoing Chapter president must move-out in order to create space for the newly elected Chapter president to move into the facility.

3. All individuals will be required to accept the Housing and Dining Agreement which will govern their relationship with the University.
4. In the event that the chapter does not fill the house to capacity by the designated date, the University reserves the right to:
 - a. assign any University student regardless of Greek affiliation to fill vacancies;
 - b. re-assign members from the facility to other University residences and re-assign the facility to other eligible persons or groups; and
 - c. assign other sanctions.
5. Any University student assigned to the facility by the University will be permitted to live in the house for the entire year and will have the use of all common areas.
6. The University reserves the right to re-assign any student from the Chapter to other University residential spaces upon resignation or de-affiliation from the Chapter.

VII. Chapter Housing Probation

1. The Chapter may be placed on Chapter Housing Probation for failure to meet the requirements of this Agreement as interpreted by the Greek Housing Board or Director of Residence Life, or designee. The length of this probationary period will vary based on the nature of the failure to comply.
2. If at any time during the probationary period, the Chapter is found to be in non-compliance with the terms of this Agreement, the Chapter will be required to appear before the Greek Housing Board to explain the circumstances of the non-compliance. The Greek Housing Board will make recommendations to the Director of Residence Life, or designee, regarding the non-compliance. Recommendations may include the Chapter forfeiting the privilege of occupancy in the chapter house.

VIII. Procedures for Review

- A. Chapters not fulfilling their housing agreement (e.g., vacancies or conduct issues) must appear before the Greek Housing Board and the following information will be reviewed:
 1. Occupancy trends for previous semesters;
 2. Maintenance Reports (individual and group billing for damages);
 3. Improvements to the facility;
 4. Conduct actions involving the chapter;
 5. Interactions with the Greek House Director;
 6. Utilization of common space for programming and community development; and
 7. Any other areas deemed appropriate by the Greek Housing Board.
- B. Upon receipt of the recommendation from the Greek Housing Board, the Director of Residence Life, or designee, may take one or more of the following actions:
 1. Issue a letter to the Chapter indicating that the Chapter will be permitted to continue, in good standing, in the Chapter house.
 2. Issue a letter indicating deficiencies in specific areas and require specific progress in deficient areas during the current academic year to continue the housing agreement.

3. Assess fines to cover lost revenue from vacancies in the Chapter house.
4. Issue a letter indicating the Chapter is on Probation and require specific progress to continue the housing agreement.
5. Reassign students to other University residences and reallocate the chapter house.

IX. Penalties

1. Failure to abide by the terms of this housing agreement and the procedures may result in immediate termination of the Housing Agreement.
2. The Chapter shall promptly pay all bills incurred, including all expenses incurred for kitchen and dining hall operations and for the purchase, repair, and improvement of its own equipment and events or activities sponsored by the Chapter. Failure of financial responsibility will result in cancellation of the Agreement.
3. The advisor and affiliated national organization will be notified by the Director of Fraternity and Sorority Life, or designee, at any time that a Chapter is placed on Chapter Housing Probation.

X. House Director

1. The Greek House Director position description is attached in **Appendix C**. It is expected that the chapter leadership will be familiar with the minimum responsibilities expected of the Greek House Director.
2. The Chapter officers, members, and advisors will interact and cooperate with the Greek House Director regarding chapter support initiatives.
3. Chapter president and house manager agree to meet weekly with the Greek House Director during a structured and regularly established time.
4. All other officers will meet with the Greek House Director as appropriate to ensure completion of chapter support initiatives.
5. The Chapter president agrees to provide an opportunity at regularly scheduled chapter meetings to allow the House Director to make announcements and give a report to the chapter at least bi-weekly.

XI. Authority

1. The Director of Residence Life, or designee, shall resolve all cases related to matters of interpretation and procedures for implementation of this Agreement.
2. This Agreement and the services provided hereunder are subject to the provisions of the constitution and Public Laws of the State of Ohio, the sufficiency of available University funds and the regulations of the Board of Trustees of the University.

By signing this Agreement, I am indicating that I have read and understand the Agreement in its entirety. Furthermore, I shall convey the terms of the Agreement to members of the Chapter and guests to ensure fulfillment of the policies, procedures, terms, and conditions outlined in the Agreement.

Regarding the purchase of insurance to cover Chapter property in the facility, the Chapter elects to (Chapter president should place initials on the correct line):

_____ Purchase coverage (include a copy of the certificate of insurance with this agreement).

_____ Decline purchasing coverage and understand that the University is not responsible for any items that are lost, stolen, or damaged.

Regarding meals for residents of the facility for the 2011-2012 academic year, the Chapter elects to (Chapter president should place initials on the correct line):

_____ Employ a cook and operate the kitchen as outlined in Section 4 (please provide the cook's contact information and a copy of current certification regarding food handling procedures for all individuals who prepare, serve, and store food as required by the Wood County Health Department with this agreement).

_____ Have all residents of the Chapter facility purchase a University meal plan.

Chapter President

Signature: _____ Date: _____

Print Name: _____

I have read and understand the Greek Housing Agreement. Furthermore, I have reviewed the Agreement with the Chapter officers. To the best of my knowledge, the Chapter officers understand their responsibilities as outlined in the documents, and I will support them in fulfilling the terms of this Agreement.

Chapter House Corporation Chair or Chapter Advisor

Signature: _____ Date: _____

Print Name: _____

For the University:

Signature: _____ Date: _____

Print Name: Sarah Waters, Director of Residence Life

Appendix A

Rooms Designated as Triples (Requiring Three Residents)

Rooms Designated as Doubles (Requiring Two Residents)

Rooms Designated Singles/Private (Requiring One Resident)

A vacancy fine of \$800 per bed will be assessed each semester when the Chapter does not meet or exceed the occupancy requirement as noted in the Annual Housing Agreement.

Appendix B

Does not apply to chapters houses in residence hall suites

TASK	BGSU	RESIDENTS
GENERAL CLEANING/MAINTENANCE		
Cleaning bathroom sinks, toilets, showers, floors (Performed daily Mon-Fri)	•	
Restocking bathroom paper supplies (As needed)	•	
Cleaning floors in common areas (formal room, game room, computer lab, hallways, stairwells) (Performed daily Mon-Fri)	•	
Emptying trash cans in resident rooms (daily)		•
Emptying recycling bins in resident rooms (daily)		•
Transporting recyclables from house bins to recycling station (daily)		•
DINING AREA AND KITCHEN MAINTENANCE (AS APPLICABLE)		
Cleaning floor, counter, appliances, furniture (daily)		•
Washing dishes/utensils (daily)		•
Transporting trash from kitchen trash can to dumpster (daily)		•
Repairing University-provided appliances (As needed)	•	

Appendix C

Does not apply to chapters houses in residence hall suites

Greek House Director 2011-2012 Position Description

Position Purpose: To provide advisory support for one or more chapter(s) and facility administration for one or more Greek house(s) with 2 to 41 residents. This position is not a graduate assistantship but provides supplementary work for graduate students who have assistantships.

Qualifications: Individuals must be enrolled as full-time graduate students at BGSU each semester while serving as a Greek House Director. Preference will be given to applicants with prior experience concerning fraternities and sororities, as well as to persons completing coursework in the College Student Personnel or Higher Education Administration programs.

Supervisor: Assistant Director, Fraternity & Sorority Life

Time Commitment: 10 hours per week. The actual time commitment varies during the semester, with greater commitment around facility openings and closings, staff trainings, as well as chapter and community specific events.

Contract Dates: August 5, 2011 – May 11, 2012.

Remuneration: Furnished apartment/room, with private bath, internet connection, reserved parking space, all utilities including water, heat, electricity, local phone service with voicemail, and cable TV service are provided. \$1,500 in Falcon Dollars is provided annually (i.e., \$750 per each fall and spring semester) to each Greek House Directors to offset the costs associated with eating on campus. Greek House Directors who elect to participate in a chapter meal plan will be allocated \$500 annually (i.e., \$250 per each fall and spring semester) in Falcon Dollars with the remaining \$1,000 being paid to the chapter. The total package is valued at approximately \$10,000.

Chapter Interaction & Programming

1. Provide advisory support to the chapter(s) on issues including but not limited to scholarship, recruitment, leadership, service, event planning, and risk management
2. Work with chapter officers to promote a positive living/learning environment
3. Work with residents to develop and enhance community within the chapter house with the goal of making the facility a vibrant environment as well as a central point for chapter activities and programming
4. Work with chapter officers to enforce all University, Residence Life, and Fraternity & Sorority Life policies
5. Meet weekly with the chapter president at a structured, established meeting time
6. Work with chapter president on submitting forms and paperwork to Fraternity & Sorority Life (e.g., officer updates and anti-hazing agreements)
7. Meet weekly with the house manager at a structured, established meeting time

8. Attend at least one chapter meetings per month to ensure a visible and supportive staff presence
9. Respond to and document in a timely manner crises that may occur in the chapter house and provide support/guidance/expertise in responding to, and handling crises
10. Be visible to students and parents at University programs and special chapter events, if invited
11. Attend chapter events as appropriate (e.g., intramurals and philanthropies)
12. Have one-on-one meetings with every resident once per semester

Facilities Management

1. Manage the check-in and check-out procedures for residents, including related paperwork each semester
2. Work with residents to maintain an attractive, clean, and safe house
3. Conduct a daily walk-through of the entire facility (common access and floors) to identify and report maintenance and safety issues
4. Ensure that work orders and daily maintenance are followed up on in a timely manner
5. Conduct a facility walk-through with custodial staff and Building Maintenance Officer at least once per semester
6. Serve as a liaison to the Office of Residence Life for Facilities and Operations issues
7. Conduct house meetings at the beginning and end of each semester and before Thanksgiving and Spring break to educate residents about proper protocols and procedures
8. Perform all opening and closing duties during all breaks (Thanksgiving, Winter, Spring, and closing)
9. Perform two fire drills and one health and safety inspection each semester

On-Call Duties

Serve on the Fraternity & Sorority Life on-call rotating schedule at least two weeks per semester. Duty shifts start at 5:00pm Monday and conclude at 8:00am the following Monday - unless that Monday is a holiday; then the shift concludes at 8:00am Tuesday. Staff may also be asked to be on-call during a University break for students staying in the Greek houses.

Closed Weekends

Greek House Directors will be required to maintain a visible presence in the chapter house during all closed weekends (e.g., opening and closing weekends, Homecoming, Family Weekend, Greek Week,) and any other weekend where a major campus event is occurring or the staff label as "closed."

Greek House Directors must be in the chapter house until at least noon on the Wednesday of Thanksgiving break closing and return by 10:00am on the Sunday after Thanksgiving to open the house. **All travel plans and social obligations must reflect this expectation.**

For winter break, Greek House Directors must be in the chapter house until at least 5:00pm on December 17 for winter break closing and return by 4:00pm on January 5 to participate in staff training on January 6. Greek House Directors must be in the chapter house by 10:00am on January 8, to open the house. **All travel plans and social obligations must reflect this expectation.**

For spring break, Greek House Directors must be in the chapter house until at least noon on the Saturday before spring break for closing and return by 10:00am on the Sunday at the end of spring break to open the house. **All travel plans and social obligations must reflect this expectation.**

Basic Position Responsibilities

1. Participate in the staff training program from August 5 to August 14, 2011 (additional days, dates to be specified)
2. Participate in staff development programs for Fraternity & Sorority Life, Residence Life, and the Division of Student Affairs
3. Attend weekly staff meetings
4. Submit a detailed weekly report summarizing chapter issues, your involvement with the chapter, and facility matters to supervisor by 8:00 a.m. Monday mornings
5. Present or serve as a facilitator for a minimum of one departmental program (e.g., Greek Challenge, Leadership Academy, Emerging Leaders, or January Leadership Retreat)
6. Assist with judging Greek awards packets
7. Uphold and enforce all University, Residence Life, and Fraternity & Sorority Life policies
8. Act as a role model for students, understanding that this position is highly visible on campus
9. Avoid inappropriate relationships with students
10. Be a visible presence in the chapter house
11. Assist with Homecoming, Family Weekend, Greek Week and other special events related to the chapter and Fraternity & Sorority Life as directed
12. Attend and support Division of Student Affairs and Office of Residence Life events including but not limited to MLK Jr. Celebration, Dance Marathon, etc.

Breakdown of Position Responsibilities

Approximately 170 hours/semester should be dedicated to the position of Greek House Director which equates to 10 hours/week. Approximately 60% of your time will be spent interacting, mentoring, and supporting students, the remainder of your time will be spent performing administrative assignments to ensure a clean and safe environment. Below is a suggested model for allocating time spent with this position.

Chapter Support Initiatives - 60%

- Chapter President Meetings
- Chapter Officer (e.g., scholarship chair, house manager, risk management) Meetings
- Chapter Meetings (e.g., executive officers or entire chapter)
- Chapter Event Attendance
- Programming/Presentations
- Individual student/resident meetings

Facility Tasks - 25%

- Facility Walk Through
- Work Order Submission/Follow-up
- Opening/Closing Duties
- Health and Safety Inspections
- Fire Drills

Administrative Duties - 15%

- Staff Meetings
- Supervisor One-on-One
- Weekly Reports
- Duty Rounds

Perform other duties as assigned

In addition, staff assigned to chapter house(s) with a smaller capacity (i.e., 17 or less residents) will be assigned additional specific projects in Fraternity & Sorority Life.

Examples of specific projects include, but are not limited to:

- Chapter support for un-housed chapter(s)
- House manager/kitchen manager training
- House Director Training (including Manual Creation/Update and Staff Development)

THIS JOB DESCRIPTION, INCLUDING TRAINING DATES AND ASSIGNED DUTIES, IS SUBJECT TO REVISION.