



National Housing Corporation Vice Chairman

Term Length: Three years

Appointed by: National Housing Corporation Chairman

Reports to: National Housing Corporation Chairman

Position Overview: The purpose of this position is to serve the National Housing Corporation of Theta Phi Alpha. This includes setting strategy and vision, policy for local housing corporations, and evaluating facility options for Theta Phi Alpha. They work in conjunction with the other directors and volunteers of the National Housing Corporation and our national office staff.

Time Commitment & Requirements

- 1 to 3 hours per week, varies based on time of year
- Phone, computer, internet access
- Travel may be required for MJ Housing Forum (annually in Feb.) and visiting chapters
- Be in good financial standing with Theta Phi Alpha

Skills/Competencies

- Communication skills
- Confidentiality
- Conflict/Confrontation Management
- Cultural Awareness/Sensitivity
- Vision

Helpful Experiences:

- Service as a regional housing advisor

National Housing Corporation Vice Chairman Responsibilities:

- Act as DEIA/B officer.
- Serve as a regional housing advisor when needed.
- Attend monthly NHC directors meetings.
- Attend quarterly NHC board meetings.
- Attend quarterly regional housing advisor meetings in rotation with the chairman and director of finance.
- Act as national housing chairman in the absence of a national housing chairman.
- Maintain NHC social media accounts
- Work with the Theta Phi Alpha national office director of communications and director of technology to maintain the NHC website.
- And other responsibilities as needed.