



## National Housing Corporation

### Chapter Housing Advisor

**Term Length:** One year

**Appointed by:** National Housing Corporation Chairman

**Reports to:** National Housing Corporation Chairman

**Position Overview:** The purpose of this position is to oversee facility/housing matters for a chapter depending on the chapters' needs. The CHA should have an understanding of the lease(s) or contracts, and member agreements.

#### Time Commitment & Requirements

- 1 to 3 hours per week, varies based on time of year
- Phone, computer, internet access
- Be in good financial standing with Theta Phi Alpha

#### Skills/Competencies

- Communication skills
- Conflict/Confrontation Management
- Cooperation
- Decision Making
- Organization

#### Chapter Housing Advisor Responsibilities:

- Be knowledgeable of housing policies.
- Serve as the designee for the National Housing Corporation (NHC) Chairman on the Chapter Advisory Board.
- Advise the chapter on housing matters such as house rules and enforcement, members required to live in the house, establishing live out fees, etc.
- Communicate regularly with the NHC with updates regarding housing matters.
- Contact the NHC with any housing questions and concerns.
- Attend check-in/check-out--Report any damages to the chapter house manager.
- Review chapter and member housing agreements with chapter members.
- Communicates regularly with the House Director (as applicable).
- Help the chapter determine housing needs.
- Communicates regularly with the chapter house manager.
- Works with Chapter treasurer and financial advisor to ensure that all rent is collected on a timeline that is congruent with the signed lease.
- Attend Theta Phi Alpha events and training as needed.
- Submit reports as requested.
- Perform other duties as reasonably assigned.
- Be knowledgeable of university/college fraternity and sorority life housing policies
- Be knowledgeable of local ordinances, fire codes, safety codes, and other laws and codes pertaining to chapter facilities