

SAMPLE RESIDENT ADVISOR/HOUSEMOTHER CONTRACT

Date _____

This contract is between _____ (Alumni and Volunteer Corporation)
and _____ (Resident Advisor).

Period of Employment: From ____/____/____ to ____/____/____

Vacation Dates: Thanksgiving... From ____/____/____ to ____/____/____

Christmas... From ____/____/____ to ____/____/____

Spring Break... From ____/____/____ to ____/____/____

REMUNERATION: (Check where appropriate.)

- Room and board, laundry, occasional meals for guests, other benefits as listed below, plus a salary of \$_____ per month based upon a work week of _____ hours.
- The salary shall be paid on the _____ day of each month following date of employment for ten months.
- Federal and State withholding taxes shall be deducted from salary as required.
- The alumni and volunteer corporation shall provide workman's compensation insurance (SAIF) for the Resident Advisor.
- The alumni and volunteer corporation shall pay unemployment tax.
- Other: (Specify and see appendix) _____

NOTE: Board will not be provided during college vacation periods; however, room facilities will be available by arrangement with the alumni and volunteer corporation.

TERMINATION OF CONTRACT:

Termination of this appointment shall be effective upon the approval of the alumni and volunteer corporation. Either party upon thirty (30) days notice to the other party may terminate this contract without reason.

RESPONSIBILITIES: (check where appropriate.)

- Maintain a relationship with the chapter that will promote a healthy living environment.
- Encourage responsible conduct in the chapter, foster an awareness of college/university regulations, assist in developing standards for the living environment for the chapter facility, and work in cooperation with the chapter officers and alumni and volunteer corporation.

- Understand the risk management policies of the college/university and of Sigma Phi Epsilon. Be familiar with the “Statement on Chapter & Individual Responsibility.”
- Encourage and stimulate the leadership of the chapter officers and chapter members.
- Encourage and promote academic achievement.
- In case of incident, report such cases to the proper law enforcement authorities including the college/university, alumni and volunteer corporation, and Sigma Phi Epsilon Headquarters immediately. The crisis hotline number is 1-800-767-1901.
- Be aware of the financial operation of the chapter and the physical condition of the facility. Bring substandard conditions that may endanger the health or safety of members and guests to the attention of the alumni and volunteer corporation and college/university immediately.
- Serve as a liaison between the chapter, alumni and volunteer corporation, alumni, and parents.
- Plan and organize the chapter’s meal plan.
- Assume responsibility for the purchase of supplies and provisions.
- Supervise the cook and the operation of the kitchen.
- Employ and supervise kitchen helpers and dining room attendants.
- Supervise cleaning of the kitchen and chapter facility.
- Assist in the development and implementation of etiquette training for all members.
- Assist and advise in the planning and implementation of activities for alumni and parents.
- Assist with maintenance of chapter facility, equipment, and furnishings.
- Conduct fire, health, and safety inspections.
- Other: (Specify and see appendix) _____

Resident Advisor

Alumni and Volunteer Corporation President

Alumni and Volunteer Corporation
Vice President of Operations