

VICE PRESIDENT OF HOUSING

The following is a specific description of the responsibilities of the vice president of housing. As vice president of housing, you are responsible for the property which is the greatest financial asset of the alumni and volunteer corporation and must be operated as any commercial property. It must be treated well to ensure that it can be inhabited by many generations of students to come or sold for a good price that will enable the alumni and volunteer corporation to purchase an even better facility in the future. Please note that depending on your chapter's current housing situation, the composition and functions of your cabinet may vary. Three possible scenarios are suggested below. **For more information, please see the property management section of this guide.**

RESPONSIBILITIES

- Ensure that the chapter facility and property is properly maintained.
- See that the property is adequately insured.
- Ensure that the property's life-safety is maintained.
- Plan for future projects and housing opportunities.
- Have property 100% occupied each semester with the use of yearly leases.
- Be sure the alumni and volunteer corporation is charging market rates or higher to live in the chapter house.

CABINET—HOUSED CHAPTER*

Inspection Chair

- Check tenants into property at beginning of academic year and out of property at end of academic year.
- Coordinate house opening and closing during break periods.
- Ensure that exterior lighting and locks are in working order.
- Ensure that fire and safety devices are in working order.
- Coordinate inspections of the facility for health, fire, safety, and maintenance.
- Manage contracts with chapter and chapter members.

Planning & Projects

- Hire and manage employees (housemother and cook) and contracted services.
- Procure services and materials as necessary for maintenance, safety, and improvements.
- Coordinate maintenance, repair, and improvement projects with contractors.
- Be familiar with building codes and requirements.

Futures Chair

- Be familiar with local real estate opportunities for purchase or lease.
- Develop plans for long-term deferred maintenance projects.
- Develop plans for long-term housing options.
- Communicate regularly with college/university regarding expansion plans.
- Coordinate fundraising projects for chapter housing.

*NOTE: Any chapter with a living arrangement such as those described under "Housing Options," with the exception of lodges, is considered a "housed" chapter.

CABINET—HOUSING IN FUTURE

Community Liaison

- Serve as liaison between college/university and alumni and volunteer corporation for housing issues.
- Ensure that the chapter has an appropriate location in which to meet.
- Be familiar with local real estate opportunities for purchase or lease.
- Communicate regularly with college/university regarding on-campus housing options.
- Communicate regularly with college/university regarding expansion plans.

Planning & Projects

- Develop plans for long-term housing options.
- Coordinate fundraising projects for chapter housing.

Architect

- Complete the SigEp Housing Feasibility Study (See *Housing Guide*).
- Develop architectural plans as appropriate.

CABINET—HOUSING IS UNLIKELY

Community Liaison

- Serve as liaison between college/university and alumni and volunteer corporation for housing issues.
- Ensure that the chapter has an appropriate location in which to meet.
- Be familiar with local real estate opportunities for purchase or lease.
- Communicate regularly with college/university regarding on-campus housing options.
- Communicate regularly with college/university regarding expansion plans.

Futures

- Develop plans for long-term housing options.
- Ensure that the alumni and volunteer corporation is saving for housing in the event it becomes an option.
- Coordinate fundraising projects for chapter housing when appropriate.