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SAMPLE HOUSE DIRECTOR EMPLOYMENT AGREEMENT & JOB DESCRIPTION

This Agreement is made and entered into the _____ day _____ of _____, _____, by and between the Alaska Alpha Chapter of the House Corporation of Alpha Alpha Alpha, a Alaska not-for-profit corporation, ("Employer") and Karen Smith, ("Employee").

WHEREAS, both parties desire to enter into a written agreement setting forth the terms and provisions of employment; and

WHEREAS, Employee will represent the Employer by virtue of her position as House Mother and will become an established and valuable asset for the Employer, which personal relationship has been or will be established over a period of time during which Employee will be compensated by Employer.

NOW, THEREFORE, in consideration of employment, the salary to be paid and other good and valuable consideration, the sufficiency of which is hereby acknowledged, and the mutual covenants and agreements contained herein below, the parties agree as follows:

1. Duties and Position. Employee shall have the title of House Director for the Alaska Alpha Chapter of Alpha Alpha Alpha. Employee shall handle such budgets and duties that may be assigned to her from time to time by the Board of Directors or officers of said Employer. Those duties are generally described and detailed in the job description attached hereto.

Employee agrees to devote her best efforts to the performance of her duties and expend the time necessary to carry out her responsibilities in a workmanlike and professional manner.

Employee shall be designated and named by Employer to Employer's Board of directors during her course of employment with Employer. Such designation shall include rights and benefits as are customarily associated with the designation, including insurance coverage provided by Employer's Board of Directors to its members for protection of personal liability.

2. Compensation. Employer shall pay to Employee an annual salary in an amount agreed upon commencing August 1, _____, and ending on the 31st day of July, _____. The officers of said corporation or the Board of Directors shall, at all times, have discretion to increase the amount of compensation paid to Employee at its sole discretion. The current policy is to pay salaries on the 1st day of each month. The annual salary shall be paid to Employee in 10 equal payments, commencing XXXX,XX,XXXX. In addition, the fraternity will provide the House Director with an activities pass for all home athletic events throughout the school term.



3. Term of Employment. Employment will be for a term of one (1) year commencing on August 1, ____, and may be terminated by either party at any time upon sixty (60) days written notice. This agreement is subject to an annual renewal upon the expiration of this one (1) year term upon agreement of the parties in writing. This agreement is effective the date employment commenced even though it may have been signed at a later or earlier date.

This employment shall be considered by both parties to be an employment “at will” which may be terminated by either party with, or without cause, at any time. No express or implied agreements concerning employment are made by Employer except as set forth herein.

4. Room and Board. Employer shall provide room and board, with all meals to be furnished during the school year.

5. Non-Disclosure Of Confidential Information. Employee, during her employment, or at any time thereafter, shall not” disclose, reveal, disseminate, communicate or convey confidential information, data, or operations.

6. Notice. Any notice to Employee may be given either by delivering it to Employee personally or by depositing it in the United States mail, postage prepaid and addressed to her at 1602 West 15th Street, Lawrence, Alaska 66044. Any notice to Employer shall be delivered to the President at his business address.

7. Voluntary Execution. The parties hereto represent and warrant that they have signed this agreement after reading and understanding its entire contents and that they were not under any duress, financial or otherwise, and after having a full and complete opportunity to consult counsel of their choice. Employee specifically represents and warrants that she understands the terms and provisions herein and that she has been given a full and complete opportunity to engage and consult with an attorney independent from Employer.

8. Merger. This agreement contains the entire agreement of the parties and all prior discussions, letters and memoranda are merged herein.

9. Modification. This agreement may be modified by the parties hereto only by a subsequent written agreement.

10. Construction. This agreement shall be construed in accordance with the laws of the State of Alaska.



IN WITNESS WHEREOF, the parties have executed this instrument on the day first above written.

EMPLOYER:

ALASKA ALPHA CHAPTER OF ALPHA ALPHA ALPHA
House Corporation

By: _____
James Jones, President

EMPLOYEE:

Karen Smith



Job Description
House Director
Alaska Alpha of Alpha Alpha Alpha
University of Alaska, Fairbanks, Alaska

Supervise the planning and preparation of all meals including

purchase of food, kitchen supplies, dishes etc. necessary for efficient operation of the kitchen. The house director will have direct supervision of the house cook including the authority to hire and fire within the salary limitations as established from time to time by the chapter membership.

Direct responsibility for maintaining the food budget as established by the chapter membership including the review of all bills prior to payment by the chapter treasurer.

Provide the House Corporation with a complete inventory of dishes, silverware, glasses, cooking utensils etc. no later than June 1st of each calendar year so broken and/or missing items may be replaced from the membership security deposits before being refunded.

House Maintenance:

At least twice each month during the school year (weekly if necessary), complete a physical inspection of the common areas of the house with the house manager and work with him to replace lost items or repair damaged items such as picture frames, furniture, wall paper, lamps, carpeting, window screens, window grates, bathroom fixtures etc. in a timely manner. An inspection should also be made of the exterior of the house along with the grounds including landscaping. Common areas include all hallways and bathrooms, the entire first floor and basement exclusive of the chapter room.

The house director will have total control of the first floor and should request that it be dusted, vacuumed, etc. any time it's appearance would dictate. This request should be made to the manager if available, otherwise any other officer.

Etiquette Training:

The House Director should insist on proper table manners in the dining hall and see to it that the membership conducts themselves in a gentlemanly manner at all times while on the first floor.

Once each year, the House Director should conduct a wine seminar with the senior class to help prepare them for business dinners etc.

**Emergency Contact List:**

Maintain an emergency contact list for University Officials, House Corporation Directors and the current membership. The current membership list should be requested from the President the beginning of each semester and should include permanent home addressee, permanent home phone numbers, parents names etc. A copy of the current membership list should be forwarded to the House Corporation President each semester.

Communication:

Communicate frequently with the officers in the house. Small things can fester and grow into big ticket items if left un-discussed. Any problems with individual members should immediately be brought to the attention of the Vice President of the chapter and if necessary to the attention of the House Corporation President or any board member.