



CANONSBURG
CORPORATION

SAMPLE HOUSE CORPORATION OFFICER RESPONSIBILITIES

PRESIDENT

Responsibilities include:

- Presides over all board meetings and oversees the general business of the house corporation.
- Lead contact for university officials.
- Oversees all improvement work on the property and coordinates such action.
- Delegates responsibilities as needed to other board members.
- Attends major meetings of need both with the chapter and university.
- Lead contact with National Fraternity on insurance, billing and board structure.

Recommendations:

This position needs to be a person who can dedicate enough time to making sure that all aspects of the corporation's business are being handled thoroughly and effectively. Delegation is a big part of the job. While every aspect should be known by the President, he should be willing to spread certain jobs around the rest of the corporation to provide a balance of work as it relates to the expectations of those positions.

VICE PRESIDENT

Responsibilities include:

- Handles all responsibilities as it relates to the physical structure of the property as delegated by the President.
- Oversees all meetings when the President is not in attendance.
- Lead contact with the house director and oversees the duties of that position.
- Lead contact (along with house director) with the undergraduate house manager to maintain a clean facility.
- Oversees any committees created by the President or board.

Recommendations:

The Vice President carries many of the same logistical duties of the President when it comes to the maintenance of the house. He should be versed on the vendors used by the



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corporation for work on the property and assist in seeing that any work done on the property is completed. In most situations, the Vice President is “in training” to become the next President, so he should accompany the President to meetings and become comfortable with the public role.

SECRETARY

Responsibilities include:

- Creates all correspondences that is needed to conduct official corporation business.
- Takes minutes of each meeting and files those appropriately for historical record.
- Oversees the creation and maintenance of all housing contracts and is also present for the signing of those contracts and filing with the corporation and university (if applicable).
- Responsible for the agenda of each corporation meeting and working with President to make sure all necessary business is conducted.
- Works with house director to officially communicate with chapter or individual members as it relates to damage and action taken by the corporation.
- Works with undergraduate leadership and advisory team to make sure all corporation expectations are communicated to the undergraduate members.
- Completes and files all regulatory documents on behalf of the house corporation.

Recommendations:

The Secretary is responsible for making sure that there is not a lapse of communication in any direction with the corporation. Both within the board and externally to the chapter and area businesses, the Secretary is in place to make sure that the desires of the corporation are communicated to the proper audiences. Due to the responsibilities as it relates to organizing the housing contract situation, a legal background of some sort is preferred for the position.

TREASURER (CFO)

Responsibilities include:

- Control cash management (inflows/outflows) for the house corporation.
- Pay bills and other expenses in a timely manner.



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- Deposit rent, donations, and other income.
- Keep President and other board members updated of the organization's financial condition.
- Provide cash balances and financial summaries at regular/requested intervals.
- Participate in the overall management of House Corp, including the fulfillment of projects directed by the President.

Summary:

This position stays in close contact via e-mail and telephone with the rest of the board members, especially the President. Makes himself available to undergraduate brothers and does his part to maintain a clear channel of communication between the chapter and corporation as it relates to financial expectations.

ALUMNI CHAIR

Responsibilities include:

- Coordination of all correspondence to alumni of the chapter, including newsletters, emails, letters and phone calls.
- Research and development of any fundraising programs for the house corporation.
- Direct contact with the Alumni Chairman of the chapter to coordinate events on chapter property (or beyond) for alumni.
- Help identify and recruit new house corporation board members.
- Attend regular chapter meetings as a liaison to the alumni base and house corporation.

Summary:

This office is the extension of the house corporation to the ever-growing alumni population of the chapter. As the need for fundraising (and capital campaigns) grows, this position will take the lead in looking for ways to increase donations and alumni activity. Because alumni relations depend largely on the success and strength of the undergraduate chapter, this position needs to take an active role in the general operation of the chapter and can act as a liaison with the chapter and advisory committee.