

Position Description: House Manager

Description:

This resource provides an overview of the roles and responsibilities of a House Manager. The House Manager is responsible for maintaining a clean and well kept home, a cleaning schedule, and general upkeep of the home. He should work with the Executive team to ensure the house is filled annually. This description will provide a framework for all House Managers to operate across the International Fraternity.

Goals:

- To identify the roles & responsibilities of the House Manager.
- To clarify what the International organization expects from chapter members serving in these positions

Competencies Addressed:

- Self-Governance
- Organizational Leadership
- Personal Excellence

House Manager

Position Description

1. Responsible for keeping house conditions and upkeep. This includes:
 - a. Managing the cleaning schedule for the brothers in the house.
 - b. Ensuring that all common spaces are clean and well kept.
 - c. That both the interior and exterior of the facility are a positive representation of the Chapter.
2. Responsible for notifying the House Corporation of any repairs that need to be made to the house and ensuring they get made and paid.
3. Attend House Corporation meetings to serve as a liaison between them and the Chapter.
4. Responsible for stocking the house with necessary supplies for cleaning, toiletries, and other universal needs.
5. Work with the Executive Committee to ensure that the house is filled every year.
6. Work with the Executive Committee to create house rules for all those who live in the house to ensure there are steps in place for brothers who break policies.
7. Work with the Treasurer to ensure members who live in the house are being invoiced properly and are up-to-date on their live in fees.

