

# **GUIDE FOR HOUSE MANAGER**

(from *Guide for Officers*, Theta Xi Fraternity)

## **DUTIES OF THE HOUSE MANAGER**

### **Job Summary:**

**Plans, coordinates and oversees projects and activities that ensure the chapter house and grounds are maintained in good condition and in an attractive manner.**  
**Reports major problems to the president and/or vice president.**  
**Schedules necessary “work parties” for the chapter membership to ensure the facilities are clean and attractive.**

### **Job Responsibilities:**

- Establishes long-term plans and goals to address facility expansions, renovations, reasonable accommodations (ADA), etc.
- Provides direction, supervision, and assistance related to the chapter’s utilities, physical facilities, grounds and support services. Ensures the chapter’s facilities and systems are maintained and meet all local inspection and licensing requirements. Maintains chapter facilities and ensures the chapter’s properties are in satisfactory working condition. Following each academic term; reviews all chapter properties to assess needs; makes necessary repairs prior to the beginning of the following academic term. Advises the president and/or vice president of major problems.
- Works with various officers to ensure that “work parties” are scheduled for special events and are held at an appropriate time (before and after) to ensure the facilities are attractive to family, guests, and friends of the chapter.
- Develops incentive programs to promote a respectable and caring attitude of Brothers toward the chapter’s properties.
- Submits budget requirements for maintenance costs to the treasurer prior to the beginning of each term. Monitor all facility areas and assists in the administration of an effective budget control program.
- Performs other responsibilities as assigned by the president and/or vice President.