

# SAMPLE CONTRACT

Date \_\_\_\_\_

This contract is between \_\_\_\_\_ (Alumni Board) and \_\_\_\_\_ (Resident Advisor).

**Period of Employment:** From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Vacation Dates:** Thanksgiving... From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Christmas..... From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Spring Break... From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**REMUNERATION:** (Check where appropriate)

- Room and board, laundry, occasional meals for guests, other benefits as listed below, plus a salary of \$\_\_\_\_\_ per month based upon a work-week of \_\_\_\_\_ hours.
- The salary shall be paid on the \_\_\_\_\_ day of each month following date of employment for ten months.
- Federal and State withholding taxes shall be deducted from salary as required.
- The Alumni Board shall deduct the Resident Advisor's share of Social Security (FICA) from the monetary salary based upon the total value of the Resident Advisor's compensation.
- The Alumni Board shall provide workman's compensation insurance (SAIF) for the Resident Advisor.
- The Alumni Board shall pay unemployment tax.
- Other: (Specify and see appendix) \_\_\_\_\_

**Note:** Board will not be provided during college vacation periods; however, room facilities will be available by arrangement with the alumni board.

**TERMINATION OF CONTRACT:**

Termination of this appointment shall be effective upon the approval of the Alumni Board. Either party upon thirty (30) days notice to the other party may terminate with or without cause this contract. (See "Conduct & Dress" for additional termination clauses.)

**RESPONSIBILITIES:** (Check where appropriate)

- Maintain a relationship with the chapter that will promote a healthy living environment.
- Encourage responsible conduct in the chapter, foster an awareness of college/university regulations, assist in developing standards for the living environment for the chapter facility, and work in cooperation with the chapter officers and alumni board.
- Understand the risk management policies of the college/university and of Sigma Phi Epsilon. Be familiar with the "Statement on Chapter & Individual Responsibility."
- Encourage and stimulate the leadership of the chapter officers and chapter members.
- Encourage and promote academic achievement.
- In case of incident, report such cases to the proper authorities including the alumni board, college/university, and Lambda Chi Alpha Headquarters immediately.
- Be aware of the financial operation of the chapter and the physical condition of the facility. Bring substandard conditions that may endanger the health or safety of members and guest to the attention of the alumni board and college/university immediately.
- Serve as a liaison between the chapter, alumni board, alumni and parents.
- Plan and organize the chapter's meal plan.
- Assume responsibility for the purchase of supplies and provisions.
- Supervise the cook and the operation of the kitchen.
- Employ and supervise kitchen helpers and dining room attendants.
- Supervise cleaning of the kitchen and chapter facility.
- Assist in the development and implementation of etiquette training for all members.
- Assist and advise in the planning and implementation of activities for alumni and parents.
- Assist with maintenance of chapter facility, equipment, and furnishings.
- Conduct fire, health, and safety inspections.
- Other: \_\_\_\_\_

\_\_\_\_\_  
Resident Advisor

\_\_\_\_\_  
Alumni Board President

\_\_\_\_\_  
Alumni Board Vice President of Operations