

THE ROLE OF THE HOUSE CORPORATION

THE ALUMNI GROUP

This role involves the recruitment, education, and involvement of alumni volunteers, primarily to assist with house corporation related issues. Often, in the absence of an alumni association, the house corporation becomes the defacto alumni association. This role, although not a core function of the house corporation, can serve to open lines of communication with other alumni. The result may be increased alumni knowledge of housing issues, financial support, and volunteer involvement.

THE FINANCIAL ADVISORS

In some chapters, particularly smaller groups, the house corporation treasurer may be the sole financial advisor to the chapter. This role involves being cognizant of the chapter's financial operations, both historically and currently. The house corporation must economically co-exist with the chapter, and the house corporation treasurer must understand the realities of undergraduate finances. Taxes, property insurance, the house corporation budget and financial statements, are the responsibility of the financial advisors. The undergraduate chapter is responsible for the monthly financial report (MFR) and billing statements it receives from the Central Office.

THE LANDLORD

In many ways, the house corporation becomes the landlord of the chapter property. Therefore, many of the same responsibilities for a landlord are the same for a house corporation. These items include: development of a rent collection system, inspections, maintenance, property insurance, taxes, move-in/out procedures, record keeping, credit checks, contracts, etc.

THE MANAGERS

Opportunities are often presented when the house corporation must directly involve itself in the operations of the shelter. Whether it is managing employees or representing the interests of the house corporation within the community, certain tasks should be assumed by more experienced alumni members.

THE PLANNERS - "PLAN YOUR WORK AND WORK YOUR PLAN."

A good house corporation and a strong active chapter are the products of careful planning, timely execution, and dedicated members. The Greek systems of today are facing planning problems that must be considered to endure the next 100 years. Future long-range planning must become an important agenda item for house corporations, and the need to establish financial commitments to meet expectations has to become a major priority. The house corporation of the future must be a role model if an organization is going to be successful in perpetuating itself, it must also consider some of the following items when planning for the future.

- 1 Agree on priorities.
- 2 Develop written strategic long-range plans for both the house corporation and the chapter.

- 3 Determine financial needs.
- 4 Establish timelines.
- 5 Commit to implementing plans.
- 6 Recruit members who will complete the established plans.

THE KITCHEN

This area of operations involves menu planning and food purchasing to serving the meals and cleaning/. Kitchen safety and cleanliness are vitally important as kitchen operations are often inspected by local health departments.

THE TOUGH BROTHERS

Several models exist to formalize the relationship between the house corporation, undergraduate chapter, and shelter residents.

A housing contract or lease agreement (between the chapter and the house corporation) is a necessity for every corporation. This agreement establishes rules for use of the shelter that applies to all members, not just those living in the shelter. In this case, each resident would sign a lease with the chapter and pay the chapter the appropriate deposit and rent. The chapter, in turn, would pay the house corporation. These agreements are very important. They clearly outline expectations of all involved with payment amounts and deadlines. These documents permit recourse if behavior or non-payment becomes a problem.

Another model is to have individual contracts/lease agreements signed between the house corporation and individual residents. In this case, the house corporation collects rent thus creating a more direct landlord/tenant relationship with each resident. A lease agreement with the chapter is still necessary to outline use expectations for the shelter.

When working with young adults, safety is always a concern. The physical hazards our tenants face range from water on the floor to house fires. Shelter owners should take steps to reduce the hazards that can cause serious and/or potentially fatal accidents.

THE MENTORS

While the house corporation will rarely work directly with the entire membership, this relationship can have a tremendous impact on the success of the corporation. This depends on consistent and clear communication. Without this, members may disregard that house corporation officers volunteer their time and begin to consider them solely as landlords. The most business-like aspects of the relationship will be well managed if the house corporation establishes some basic expectations of all members and then follows-up through the chapter leadership to ensure their fulfillment. The most important of these is the maintenance of the physical plant by the membership. This carries many levels of expectations from daily cleanliness to minor house improvements to maintaining total occupancy. Every chapter should have a basic residency requirement approved by the house corporation. Never should spaces in the chapter house be unfilled and not compensated for by those who choose not to live in the house.

A list of house rules will aid in maintaining the house. House rules and a general letter of introduction and welcome can be distributed with the housing contracts. It is important to remember that a strong sense of accountability will only enable the house corporation to do more for the membership as the corporation's treasury will not be constantly depleted by what would be unnecessary repairs or because the alumni are forced to meet a mortgage without collecting adequate rent. When the business aspects of the house corporation and undergraduate chapter relationship are strong, it becomes possible to foster a genuine spirit of fraternalism between these different "generations" of Delta Tau Delta.

GENERAL ROLES OF THE HOUSE CORPORATION

- Develop Strategic Long Range Plan For House Corporation And Work With Chapter To Develop Its Plan
- Identify housing trends and, as appropriate and financially feasible, incorporate these concepts into house projects and renovations.
- Set Priorities For The House Corporation And Work With Chapter To Identify Its Priorities
- Foster An Active vs. Reactive Relationship With Chapter
- Analyze The Long Term Physical Plant Needs Structurally And Financially
- Establish Timetables For Implementation Plans
- Develop A Commitment To Carry Out Plans By Expressing The Needs And By Demonstrating With Actions
- Provide Continuity And Liaison To Chapter By Identifying Good Advisors And Getting Them To Work With The Chapter
- Acclimate New Board Members And Share Accomplishments And Future Objectives
- Be A Good Role Model

THE RESPONSIBILITIES OF THE HOUSE CORPORATION

- Meet All Requirements And Obligations As An Incorporated Entity In Your State Of Operation.
- Act As A Titleholder For The Property
- Meet Operating Requirements Established by the International Fraternity.
- Meet Requirements Established By The University Or College

- Collect And Disburse House Corporation Funds In Reasonable Time Framework
- Determine And Carry Out Capital Improvements On The Timetables As Planned And When Promised.
- Identify Undergraduate/Alumni Volunteers Who Are Willing To Serve On Greek Or University Committees, That Will Represent Reasonable Viewpoints Which Will Inform Yet Impact Positively On The Organization
- Select Board Members Who Themselves Are Good Role Models And Whom Undergraduates Can Identify With And Would Like To Emulate