

Fraternity Housing Corporation (FHC) General Duties

The FHC is comprised of at least three and no more than five directors. The board of directors elects its president, with the remaining directors serving as vice-presidents. The Fraternity executive director and one Grand Council member serve as ex officio directors. All directors, excluding the Fraternity executive director, are volunteers.

As a director of the corporation, each member is expected to exercise the duties of loyalty, care, and obedience. The duty of loyalty requires her to put the interests of the FHC above her own interests or those of her chapter. This duty includes, but is not limited to, the mandatory disclosure of any conflicts of interest. The duty of care requires her to use reasonable care and good judgment in her decisions as a director. The duty of obedience requires her to comply with all governing documents of the Fraternity and FHC and with the Unanimous Agreements of the National Panhellenic Conference and to use those documents as the basis for her decisions.

In addition to setting policy and approving plans for Kappa Alpha Theta housing, the general duties of the FHC include:

- Determining the college chapter housing strategy;
- Approving the FHC budget and allocating funds across FHC facilities, programs, and services;
- Establishing uniform financial management standards and financial reviews for all Fraternity housing entities;
- Determining the duties and authority of all housing volunteer officers and staff.

Routine tasks of FHC directors include:

- Collaborating with other directors to determine the direction of Theta housing;
- Responding to e-mail messages, phone calls, and other correspondence;
- Working closely with staff and volunteers to review plans, programs, and finances and to respond to issues;
- Participating in monthly board conference calls and other meetings as needed;
- Traveling to board orientation, board meetings (at least one per year), facility and campus visits, interfraternal meetings, and international meetings (travel expenses are paid for by the FHC).

Expectations of each FHC director:

- An open mind and the ability to listen to and evaluate input in order to make decisions that are in the best interests of the FHC,
- An earned reputation for being dependable and trustworthy,
- An ability to think strategically while leaving the details and implementation to others,
- An ability to read and evaluate financial statements,
- A capacity to recognize (and track changes in) the indicators of the financial health of the FHC,
- An ability to make sound financial decisions in order to use resources wisely,
- Strong written and verbal communication skills,
- An ability to speak well before groups,
- A comfortable rapport with collegians and alumnae,
- An ability to represent Kappa Alpha Theta appropriately to members and non-members,
- A willingness and ability to communicate electronically,
- An ability to travel on behalf of Kappa Alpha Theta,
- An appreciation for the importance of her responsibilities in directing the business affairs and the future of Theta housing,
- Demonstrated success in working well with others at all levels,
- Integrity and discretion in handling sensitive and/or confidential matters.

In addition, FHC directors are expected to support with their work and with monetary contributions (as appropriate) the initiatives of Kappa Alpha Theta, including but not limited to the Kappa Alpha Theta Foundation (leadership-level gift of at least \$1,000 annually), Life Loyal program, Friendship Fund, and Fraternity & Sorority Political Action Committee.

FHC Job Descriptions

The **president** has general supervision, direction, and control of the business of the corporation. She presides at all meetings of the FHC, and attends all meetings of Grand Council.

In addition to the general duties mentioned above, the **vice-presidents**, with the president, shall govern the corporation.

FHC Terms and Limits

- Each director term is two (2) years, which begins upon election;
- A director can serve a maximum of four (4) terms;
- A director can serve a maximum of two (2) terms as president.