

## Quick Tips for House Corporation Boards Office of Greek Life

- 1) **Regular communication.** Regular communication should occur between the appropriate House Corporation Board member and the following officers: President, Finance Officer, Membership Education Officer, Recruitment Officer, Risk Management Officer, Alumni/ae Officer, and Social Chair.
- 2) **Landlord responsibilities.** Many fraternity and sorority volunteers never intended to be a landlord. However, if your corporation owns or is responsible for the management of a property or properties, some of the following guidelines may help you:
  - a. Perform check-in/check out each year (or designate this responsibility to the LIA/HD, not a student)
  - b. Develop a room condition report for use during check in/check out
  - c. Develop a key checkout/tracking method
  - d. Close your facility for the summer and breaks (following your insurance company's protocol closing a chapter house)
  - e. Complete a deep clean during each major break (winter & summer)
- 3) **Property manager.** For those that are not excited about number two, perhaps hiring a property manager is the best option for your organization. Property managers can help with the day to day operations, including rent collection.
- 4) **Annual living rate increases.** On average residence halls raise their rates from 6-10% annually just to cover expenses. Fraternities and sororities, to remain competitive and financial sound, should raise their rates at approximately 4-6% per year. This allows for additional income as operational costs rise, but does reduce the competitive cost advantage that fraternal organizations currently offer.
- 5) **Repair/replace damages/broken items.** Failure to replace broken windows or doors can cost significant amounts of money, particularly during the winter months. Additionally, studies have shown that students that do not see repair and replacement as a top priority tend to take less care of their responsibilities (house jobs, etc.)
- 6) **Kitchen.** The kitchen door is the gateway to significant financial loss. If your chapter does not have a locked kitchen, not only are you potentially violating the city/state health code, you're also allowing members access to financial assets (food, dishes, etc.) Theft of food and dishes will hurt any chapter's pocketbook.
- 7) **Hire qualified live-in staff.** Just having someone in the facility can often cause more problems for a chapter than not having someone at all. When you're seeking the ideal live-in staff candidate be sure to look at their experience (including: budgeting and supervision) and always do a background check and verify references. Taking these few simple steps can save a huge headache later.
- 8) **Eliminate cable in day rooms/sleeping rooms.** Cable TV is an enormous waste of resources. If it's not wasting your chapter's money, then your chapter might be illegally accessing cable. Cable is a time waster that affects grades, hurts recruitment efforts, and stunts brotherhood/sisterhood development. Instead, budget for cable TV in two or three lounges or general areas where it is accessible and serves as an activity for members.
- 9) **Visit.** This is the most important of all of the quick tips. It's one thing to be the advisor on paper, but an entirely different job when you actually go to the chapter. Involvement, mentoring and guidance are what our members hope and expect of us. Chapter leaders repeatedly tell us they want advisory support; they want to know you're there for them. We can't do that from far away.