



## Sigma Sigma Sigma National Sorority Housing Team

Tri Sigma is seeking alumnae committed to providing general oversight of collegiate chapter housing facilities and collaborating with House Corporations and Housing Liaisons to ensure the safety and well-being of collegiate members residing in Sorority properties.

We are seeking 3 volunteers to work with the Housing Operations Manager

### Qualifications:

- Undergraduate degree attained
- Professional experience in real estate and/or property management, with a preference for experience with financial management as it relates to real estate

### Expectations:

- Participate in initial training with Housing Operations Manager and team to review expectations and deadlines. Time commitment: 1 hour
- Participate in and provide content for meetings with team and/or Executive Director. Time commitment: 1 hour per quarter
- Provide support to House Corporations through regular communication. Time commitment: 5-7 hours per week.
  - This may include:
    - Correspond regarding Bylaws, Articles of Incorporation, Annual Filings, and Federal Income Tax Returns (990) to ensure all legal documentation is up to date.
    - Identify and forward pertinent resources to House Corporations.
    - Consult with House Corporation members on managing house business, including assisting Housing Corporation Treasurers with annual budget preparation.
    - Audit chapter Housing Corporation books.
- Respond to semester Housing Inspections, issues outlined in chapter visit reports, and emails from Chapter Services on housing matters.
- Conduct annual review and update of Housing Manual.
- Provide quarterly updates to Department of Marketing and Communications for a spotlight in *The Triangle*.
- This role is a part of a Standing Committee, formed to do designed work on an ongoing basis. Term ends when volunteer chooses to resign, fails to meet expectations, or if the goals of the committee are determined to no longer meet the organization's needs.