**EXHIBIT A TO HOUSE DIRECTOR EMPLOYMENT AGREEMENT**

**HOUSE DIRECTOR’S JOB DUTIES**

* Required to reside in Chapter’s facility during the academic year, with the exception of breaks (i.e., Thanksgiving, Winter and Spring breaks).
* Be available on weekends and evenings in case of emergency.
* Manage day-to-day operations of the Chapter’s facility.
* Maintain a relationship with the Chapter that will promote a healthy living environment, including advising undergraduate officers on fraternity/sorority, scholastic and personal matters, as well as policies with regard to hazing, alcohol, pets, smoking and general conduct.
* Supervise all staff, contractors, vendors, gardeners, cleaning and maintenance staff.
* Manage the budget, including food service, household supplies and, if requested by the House Corporation, contractor bids.
* ­Identify and report any maintenance issues to House Corporation and, if requested by the House Corporation, oversee maintenance of the physical structure of the Chapter’s facility, including renovations and repairs.
* Coordinate health, fire and safety inspections with appropriate entities.
* Coordinate opening and closing of the Chapter’s facility, including managing room keys and visually inspecting the member’s room during check-in/check-out for any damage and documenting any such damage.
* Eat evening meals with undergraduate Chapter member as schedule permits.
* Meet undergraduate Chapter executive board on a regular basis to discuss general conditions within the fraternity/sorority and to offer suggestions in response to any concerns by the Housing Advisor.
* Provide support for undergraduate Chapter members.
* Serve as a liaison between the Chapter, House Corporation, Alumni/ae, and parents.
* Report any activity with potential housing and/or Chapter conduct issues.
* Uphold the policies and standards of the Chapter.
* Able to endure the physical demands of managing a property. This includes, but is not limited to, transporting equipment, standing for long periods of time, bending, lifting objects no heavier than 20 pounds, climbing stairs, walking distances. Please note that lifting objects heavier than 20 pounds and climbing ladders should not be responsibilities of the House Director.
* Perform additional duties as directed by the Housing Advisor.