FACILITY OPERATIONS ADVISOR
ROLES AND RESPONSIBILITIES

The facility operations advisor is to serve on the chapter advisory board and support “all things housing” associated with the overall operations of the facility in which the chapter resides and/or conducts its activities.

Listed below by category is a breakdown of the general responsibilities of a facility operations advisor:

**CHAPTER MANAGEMENT-Working with the VP Facility Operations**

**Annually**

_____ Assist in generating, distributing and collecting Form H-138- Residential Services Agreement for all live-in members (Copy to be sent to Headquarters)

_____ Assist in reviewing and revising chapter bylaws sections related to the chapter’s housed experience

_____ Assist in reviewing and recommending room rental and meal plan rates at the annual chapter budget meeting

**Ongoing**

_____ Conduct Resident In-House meetings (1) to gather input about the live-in experience and (2) to develop a plan to make needed improvements for the betterment of those residents

_____ Assist the VP facility operations in developing a positive living-learning environment for the residents and the chapter at large

**EMPLOYEES**

_____ Oversee the hiring, supervision, and evaluation of chapter employees

_____ Review and update all employee contracts

_____ Initiate employee contracts

_____ Send a copy of the house director contract to HQ each fiscal year

**FACILITY OPERATIONS**
Serve as the advisor for the VP facility operations providing guidance and assistance in carrying out VP facility operations job responsibilities

Serve as the House Corporation Board member for the chapter advisory board

Assist the house director in developing a maintenance and repair plan for the facility with input from the House Corporation board

Assist the House Corporation and the house director in establishing and/or complying with all health/safety requirements to operate the facility

Assist the house director in developing all procedures for (1) facility and room check-in/check-out (2) key distribution and collection and (3) room inspections

Assist in developing methods for the chapter to maintain the orderliness and cleanliness of the facility

Serve as the alumnae advisor attending all campus housing informational sessions that address fraternity/sorority housing issues