



NATIONAL HOUSING CORPORATION BOARD OF DIRECTORS JOB DESCRIPTION

Primary Responsibilities of the Board of Directors:

- Determine Alpha Chi Omega National Housing Corporation's mission and purpose.
- Work to ensure adequate resources so the organization may fulfill its mission.
- Work to ensure effective organizational planning and financial management, including overseeing and approving the budget of the organization.
- Exercise fiduciary responsibility.
- Oversee and direct the policies and guidelines of the NHC.
- Consider, and if appropriate, approve property transitions to the NHC as well as property divestitures from the NHC.
- Consider, and if appropriate, approve requests for disbursements from the Franchise Fee Fund and the Reserve Fee Fund as outlined in the policies and procedures.
- Consider, and if appropriate, approve all loan transactions entered into by the NHC.
- Appoint standing committees as needed.
- Work to enhance the NHC's public image.
- Assess its performance as a board.
- Use good faith efforts to fulfill the responsibilities of the Board of Directors as outlined in the Board Policy Manual.

Specific Functions as Individual Directors:

- Know and be an advocate for Alpha Chi Omega's mission, purpose, goals, policies, programs and services.
- Prepare for and participate in all NHC board meetings and conference calls.
- Maintain confidentiality as appropriate.
- Read and understand financial statements.
- Make informed, independent and objective decisions.
- Understand that an individual director can bind the board or organization only when authorized to do so.
- Support the majority decision of the Board of Directors.
- Serve on board committees.
- Participate in local Alpha Chi Omega events when possible.
- Make visits to chapters and house corporation board meetings as may be requested by the National Council.
- Fulfill the responsibilities of a board member.