

## **CLOVIA HOUSEMOTHER JOB DESCRIPTION**

### ***Assist in the Planning, Management, and Maintenance of Alpha of Clovia, Inc. House***

- Cooperate with and support all officers, members, alumnae, and special chapter advisors.
- Provide help and support to the Alpha of Clovia officers, as needed, for each of their positions.
- Coordinate with the House Managers and with the designated house “handyman” to address major maintenance issues.
- Communicate in a timely manner with the Alumni contact person concerning any house maintenance issues.
- Work with the House Managers and Treasurers on financial issues and reports for the benefit of the members.
  - Coordinate with outside vendors for maintenance.
  - Allow house managers to fulfill their job description of easy repairs that do not require outside maintenance.
  - Keep a maintenance schedule for regularly scheduled large maintenance tasks and house upkeep. These would be tasks that usually occur over school breaks, between semesters and during the summer.
  - Keeps an updated maintenance log and a list of maintenance vendors and their contact information.
  - Serve as a resource for all Alpha of Clovia members, with the activities of the house and each officer's duties.
- Assist in planning and directing all house activities as needed
- Work with Parents’ Club
- Work with the Alumnae Association

### ***Offer Guidance and Counsel to Alpha of Clovia, Inc. Women***

- Function as a role model and example, as well as a source of experience in various areas and be looked upon and used as a source of information and help.
- Be available to help any member with any problems or questions that the member may desire to share with her while maintaining confidentiality and discretion.
- Keep all problems confidential and do not discuss individual or organizational problems out of the house or with other individual members not involved with the issue. Only in the instance of a serious problem should discussions with the members be shared with the appropriate contacts such as parents, counseling services or medical personnel.
- Maintain a copy of all members’ health records
- While not primarily responsible for enforcing house rules or policies, be capable of pointing out severe negligence to the president or another officer, if necessary, with discretion.
- Remain impartial during any internal conflicts, not assuming authority over that of the Alpha of Clovia, Inc. officer team.

### ***Serve as an Ambassador and Liaison for Alpha of Clovia, Inc.***

- Present herself as the official hostess at all times.
- Attend all house, council, and alumnae board meetings.
- Inform Alumnae Association about happenings in the house
- Attend most meals and all social functions and house activities to greet guests and represent the house.
- Take part in activities with the other housemothers at Kansas State University as a representative of Alpha of Clovia.
- Participate in the interview process of prospective members

Continuation of job description.....

*Perform other duties as assigned including being responsible for contacting members' primary/emergency point of contact in the event that a member of the house does not return within a reasonable time of her expected return.*

**Courtesies the Housemother can Expect:**

- All members shall rise when the housemother enters the room and when it is time to escort her to dinner.
- Each week, one room out of the house will be assigned to serve as housemother escorts for house mom outings. These members should set up an activity that is enjoyable and differs from daily routines. The escorts should meet with the housemother within a respectable time period prior to the escorting and discuss the activities (minimum of one) for the week.
- The housemother shall be informed by the President of all activities that will be taking place in the house or involving members of Alpha of Clovia.
- <sup>1</sup>She will also be informed of any special guests that will be attending meals or visiting the house.

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Revised May 2018