

Alpha of Clovia, Inc. Housemother Job Description

The purpose of the housemother position is to provide support to the members, and to uphold the Alpha of Clovia principle of providing a happy, adequate, and economical living condition. The housemother functions as a role model and representative of Alpha of Clovia at all times. She is to be loyal to the women of Alpha of Clovia. The housemother is expected to be approachable, yet sincere, and maintain a sense of humor. The housemother is to exhibit trustworthiness in regards to confidentiality of all house members and their parents or guardians. The housemother is to maintain the delicate balance between being a “mom figure” and allowing the girls independence as they learn self-sustaining skills during their time at Clovia.

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.
- When contacted, coordinate with the House Managers and with any service providers to address major maintenance issues.
- Assist the House Managers and Treasurers on financial issues and reports for the benefit of the members when deemed necessary by Executive Council.
- Allow House Managers and Treasurers to fulfill their job description.
- Contact House Managers before scheduling large maintenance tasks and house upkeep. These would be tasks that usually occur over school breaks, between semesters and during the summer.
- Work with House Managers to maintain an updated maintenance log
- Provide contact information of new, licensed, maintenance vendors to House Managers
- Serve on the Clovia Health & Safety committee
- Provide guidance, as deemed necessary, by the Health & Safety officer
- 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. In addition, the House Mother will coordinate four events per semester on a budget of \$300 per school year. The four dates for the Fall/Spring must be approved by Council before the first day of classes each semester.
- Give weekly reports of work done by the House Mother at Wednesday House Meetings
- Work with Parents' Club.
- Work with the Clovia 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 any crisis

situations such as; an accident affecting a student's physical condition, a suicide attempt, an accident, death, etc. should discussions with the members be shared with the appropriate contacts such as the Health & Safety officer, parents, counseling services or medical personnel.

- 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. Executive Council.
- Facilitate Best Dressed Barn room checks every Wednesday before weekly House Meetings.
- Privately contact each member of Alpha of Clovia, Inc., individually, to set up a meeting once a semester. These meetings are to foster a relationship between the House Mother and the members. They may take place at any location of the members' choosing.

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. Required events include: family weekends, hospitality weekends (events as advised by Membership Chairwomen), homecoming (same number of events as required by members), new member retreat, officer training, scholarship celebration, and national meeting when hosted in Manhattan. Attendance at all other activities, while not required, is encouraged. Absence must be approved by Executive Council.
- 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.

****Perform other duties as assigned by the Executive Council***

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.

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. She will also be informed of any special guests that will be attending Wednesday dinner meals.