



PHI KAPPA THETA FRATERNITY

Phi Kappa Theta Fraternity XYZ Chapter Housing Corporation Board Expectations

Our continued growth & success as a chapter depends on the personal commitment & dedication of a select group of alumni who understand the privilege to serve & the responsibility to lead. Please review the Housing Corporation Board Expectations and confirm that you are willing to help make a difference in our chapter.

- **Length of Service** – while we hope you will decide to serve longer, we are only looking for a commitment one year at a time.
- **Meetings** – we will meet quarterly with an annual schedule set by the board. The annual meeting will be held on campus during Homecoming Weekend and the remaining meetings will be held in one of the following cities: XXXXXX, XXXXXX, XXXXXX or XXXXXXXX. We ask that you commit to attend a minimum of two meetings annually. Additionally, the campus will have an occasional house corporation meeting for all chapters, and for those of you in Local City, we will ask that you take turns attending.
- **Education** – we ask that you review training materials we provide, that you review these websites (www.phikaps.org, www.Schoolwebsite.org, & www.Chapterwebsite.com) and that you attend a 2-hour workshop for our new Housing Corporation Board members.
- **Conference Calls** – we will hold a 30 minute conference call monthly for those who serve as officers.
- **Committee Involvement** – we ask that you agree to serve on one of the following committees: Alumni/Parent Relations/Homecoming, Finance, Fund Raising, Property Management, Volunteer Recruitment, and Anniversary/ Reunions.
- **Financial Commitment** – we ask that you cover your travel expenses and that you help set an example by contributing at least \$50 annually to the chapter's annual fund as well as make an annual contribution to our national organization.

Our chapter will only be as strong as the leadership provided by our alumni. Your commitment to serve on the Housing Corporation Board (no less than seven and no more than 15 members) will make an impact on XYZ Chapter. Thank you.

For more information, please contact XXXXXX at 520-999-9999 or xxxxxx@email.com.