



National Housing Corporation Chairman

Term Length: Three years

Appointed by: Grand Council

Reports to: National President

Position Overview: The purpose of this position is to lead the National Housing Corporation of Theta Phi Alpha. This includes setting strategy and vision, policy for local housing corporations, and evaluating facility options for Theta Phi Alpha. They work in conjunction with the other directors and volunteers of the National Housing Corporation and our national office staff.

Time Commitment & Requirements

- 3 to 4 hours per week, varies based on time of year
- Phone, computer, internet access
- Travel may be required for MJ Housing Forum (annually in Feb.) and visiting chapters
- Be in good financial standing with Theta Phi Alpha

Skills/Competencies

- Communication skills
- Confidentiality
- Cultural Awareness/Sensitivity
- Leadership
- Vision

Helpful Experiences:

- Service as a regional housing advisor
- Service as another director on the NHC

National Housing Corporation Chairman Responsibilities:

- Is the principal executive officer of the NHC board of directors.
- Sets the agenda and presides at all meetings of the NHC board of directors.
- Schedules and presides at monthly directors meetings.
- Attend quarterly regional housing advisor meetings in rotation with the vice chairman and director of finance.
- Signs deeds, mortgages, contracts, and other documents on behalf of the NHC.
- Files corporation paperwork with the state of Michigan.
- Serves as a regional housing advisor when necessary.
- Works with the Theta Phi Alpha executive director.
- Submits policies to Theta Phi Alpha Grand Council for approval.
- Perform other duties as reasonably assigned.