

HOUSING SERVICES REPRESENTATIVE

Each House shall have its own duly elected Housing Services Representative. The Housing Services Representative must be a resident of the particular house, and shall serve for a term not to exceed six months. An individual may not succeed him/herself in the same office; however, he/she may be elected to the same office after a period of six months has elapsed.

DUTIES

The Housing Services Representative has two primary responsibilities. There is not always a Housing Services Representative in a house. Consequently, there are alternates for each Housing Services responsibility.

1. Finding New Members

She/he is in charge of finding new members for the house when there are vacancies in the house. To do that she/he works closely with the Chapter Housing Services Representative. If there is no Housing Services Representative, this becomes the responsibility of the Secretary.

2. Physical Maintenance of the House

She/he is in charge of the physical maintenance of the house. If something is broken, it is her/his responsibility to determine who the appropriate person is to fix the problem. Usually there are three options:

- If it is a breakage resulting from misuse by a specific house member, it should be brought up in the house meeting. The member should be required to fix or replace the object.
- If there is general wear and tear, the problem needs to be identified and brought to the attention of the House at the meeting. The House can decide how they want to address the problem. The Housing Services Representative is tasked with actually coordinating the process of having it fixed.
- If the problem is with the house, electrical system, heating, etc., then it is the landlord's responsibility. The Housing Services Representative can verify with RAP that it is the responsibility of the landlord and then contact the landlord to have the problem solved.

If there is no Housing Services Representative, this becomes the responsibility of the Chore Coordinator.

3. Intake of New Members

The Housing Services Representative is responsible for making sure the house is ready for a new member. This includes:

- Making sure the room is ready and clean for the new member, and
- Making sure that there is an intake folder available.

The Housing Services Representative can also perform new member intakes. If she/he is not available, it becomes the responsibility of the President.

4. Intake Folders

The house should have pre-made intake folders ready for new house members. There should be at least 5 available at all times. This could be done on a monthly basis. If there is a Housing Services Representative it is that person's responsibility. If there isn't, it is the Secretary's responsibility.

These folders should include the following:

- The Intake procedure
- Application
- Contract (2 copies, one for the new member and one in their House personal file)
- Emergency Medical Form (to be sealed in an envelope and put in personal file)
- Member Property Form (2 copies, one for the new member and one in their House personal file)
- RAP Survey Form (goes to the Secretary)
- Individual Member Account Form (goes to the Comptroller)
- Fire Intake Form
- RAP Expectations (2 copies, one for the new member and one in their personal file)

5. House Property

It is the responsibility of the Housing Services Representative to keep an inventory of all the House property (House Property List Form.)

When a member is moving out, it is the responsibility of the Housing Services Representative to make sure that the member is not taking any house property with her.

We have had many instances of members taking beds, bureaus and other furniture that belong to the House with them!

6. Check Out Procedure

It is the Housing Services Representative's responsibility to "check out" a leaving house member. This means two things:

- a. Be sure the house member is not leaving with any house belongings, and
- b. Be sure that the "Leaving member" of the RAP survey form is filled out, especially with contact information.