Sample MIT Alumni House Corporation Executive Board Position Summary

- **President**
  - Overall responsibility for running of organization
  - Organize monthly meetings
  - Attend house tours to check for needed house repairs
  - Represent the chapter alumni to MIT administration and attend AILG meetings
  - Recruit new board members
  - Drive AILG Accreditation Process

- **House Manager**
  - Oversee major house renovations
  - Help organize chapter's work weeks in the fall and spring (mainly make sure they are focusing on the right things and offer advice where possible)
  - Work with undergrads and AILG on municipal inspections
  - Go on house tours to check for needed repairs twice a year
  - Work closely with the undergraduate house manager
  - Evaluate and monitor the offerings of the FSILG Cooperative, Inc.
  - Suggest and approve the House Corporation's payment for all capital improvements
  - Maintain liability and home owner's insurance
  - Evaluate and monitor the offerings of the FSILG Cooperative, Inc.
  - Attend House Corporation meetings as called by the President

- **Treasurer**
  - Pay loans
  - Pay taxes
  - Pay employees of the chapter and house corporation
  - Advise undergraduates on their budget
  - Prepare an annual budget
  - Monitor financial performance
  - Approve all bills for payment and pay bills
  - Submit annual property tax, W9, and 990 filings
  - Provide an update on the budget each month at the corporation meeting
  - Receive an update from the GT each month of the state of the chapter's budget
  - Attend House Corporation meetings as called by the President

- **Secretary**
  - Take minutes at meetings and send them to the house corporation members, alumni advising team, and undergraduates
  - Work with the undergraduate alumni chair on alumni relations
  - Send meeting announcements and arrange conference calls
  - Take and distribute minutes at meetings
  - Maintain website if there is one
  - Attend House Corporation meetings as called by the President

- **Members at Large (1 to 5)**
  - Assists with any ongoing projects as necessary