



Volunteer Opening: Theta Phi Alpha National Housing Corporation Treasurer

This position is a director of the Theta Phi Alpha National Housing Corporation (NHC). The NHC treasurer will work with the other directors on the NHC board to conduct the following:

- Set policy for housed chapters and local housing corporations
- Be responsible for working with the accountants to file taxes for the NHC and maintaining the financial records of the NHC
- Perform an annual audit of any local housing corporations to ensure they are maintaining necessary documentation and are financially healthy
- May work with chapters to establish and maintain housing funds, set a housing budget where applicable, and assist with the collection of rent when necessary.
- As a director of the NHC, the treasurer has the opportunity to attend the MJ Housing Forum (generally held near the end of February in Carmel, IN) to gain insight into industry best practices and connect with other housing volunteers and professionals.

Time Commitment: 1-3 hours per week. Quarterly board meetings typically via phone or video conference.

Travel Commitment: 3 days if attending the Housing Forum, possibly a weekend for an in person board meeting.

Please Contact Theresa Taggart at housing@thetaphialpha.org with any questions or to apply.