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# Housing Services Representative

Each House shall have its own duly elected Housing Services Representative (HSR). The HSR 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 shall have the following responsibilities:

1. Participates in scheduled presentations at area treatment centers, distributing vacancy flyers for their individual house or other houses in the chapter.
2. Reports vacancy updates or information pertaining to their house to the appropriate Chapter Housing Services Committee member to update vacancy phone hotlines when necessary or as requested by the chapter.
3. Maintain and update a list of current Officers of the Chapter and State Association.
4. Assists in the various tasks of opening a new house as needed.
5. Attends all regularly scheduled Housing Services Committee meetings.
6. Represent their house and its' group conscience to the Committee as necessary.
7. Helps their individual house maintain a healthy image in their immediate community.
8. Assists the Chairperson and Committee with troubleshooting problems within houses in the Chapter as needed.
9. Lend support to their individual house in helping House Officers realize their expected duties.
10. Compile monthly statistics/data about their houses' involvement to submit to Chapter, including the Monthly Housing Summary report and lists of excess or needed items that may be shared with or obtained from other houses in the chapter.
11. Inform their individual house about Housing Service Committee's needs, endeavors and service work opportunities.
12. Handle suggested proposals or ideas on upgrading or replacing furnishings and appliances.
13. Maintain an inventory list of all House property and Personal property being used by all house members, as well as a list of all property, including furnishings and appliances, owned by the landlord.