

# CHORE COORDINATOR

Each House shall have its own duly elected Chore Coordinator. The Chore Coordinator must be a resident of the particular house and shall serve a term not to exceed six months. A resident may not serve as Chore Coordinator for two consecutive terms, but may be elected to Chore Coordinator again six months after the completion of one term.

### **Chore Coordinator's Duties:**

- The Chore Coordinator will assign chores in order to keep the house clean and orderly. Chores will be assigned to house members in a fair manner on a weekly basis prior to each weekly business meeting.
- The Chore Coordinator will report to the house at the weekly business meeting the status of chores completed or not adequately completed.
- The Chore Coordinator is authorized to bring to any member's attention their failure to appropriately clean up after themselves.
- The Chore Coordinator will be responsible for the general safety of the house, including regularly testing smoke-detectors, conducting fire safety checks, and fire drills, and discussing house safety issues with the house members at the weekly business meeting.
- The Chore Coordinator will be responsible for the general upkeep of the house, bringing to the attention of the house any maintenance issues and enlisting the support of all house members in completing any projects undertaken by the house as the result of a house decision.
- The Chore Coordinator will be responsible for keeping the house properly stocked with house supplies that the house provides (e.g. cleaning supplies, toilet paper, coffee, etc.).
- The Chore Coordinator will conduct periodic cursory visual checks of all members' rooms in order to make sure they are keeping their rooms clean.
- The Chore Coordinator will maintain an accurate and up-to-date house property list.