

## **CHEA Administrator and CHEA Developer Job Proposals**

### **Purpose**

To institutionalize knowledge learned by CHEA from its first expansion success and recreate that success, and to assist CHEA in adapting to growth.

### **CHEA Administration Responsibilities**

- Finance
  - Train treasurers and bookkeepers in use of Quickbooks, to include:
    - member invoicing and account tracking
    - Internet banking
    - Report creation
    - Monitor Vacancy Fund
  - Assist CHEA treasurer in dealing with house finance officer turnover.
    - (bank trips, creating new signers etc.)
  - Assist CHEA treasurer in doing CHEA reports and tax work
- Maintenance
  - Assist Board and CHEA Maintenance Committee on planning and executing major renovation/maintenance projects
- Membership
  - Help create House Specific applications and exit surveys
  - Train new Membership Coordinators in maintaining compliance with Federal Housing Authority and other relevant housing law
  - Ensure CHEA is meeting affordability standards per its IRS charter
  - Attend each house's membership meeting once a quarter

Create value for CHEA houses by seeking energy efficiency opportunities at the CHEA properties, including seeking Austin Energy low-cost loan or rebate programs.

### **Development Responsibilities**

Actively seek cooperative development opportunities, either as a paid consultant to other entities or as an agent of CHEA.

Work with groups interested in creating new housing cooperatives.

- Student cooperatives
- Housing affordability advocates
- Tenant organizations
- Senior centers

Mentor, organize, and guide through development process.

- Assist in creation and organization of steering committees
- Create feasibility studies/proformas
- Evaluate real estate prospects
- Provides training in democratic and consensus processes for meeting facilitation.
- Trains new officers and members in cooperative processes and systems
  - Train in all skills listed under CHEA administration (as listed above)
  - Work/Life balance

## **Advocacy**

Advocate for Housing Cooperatives at the City of Austin for more favorable provisions for cooperative housing.

Engage in:

- CodeNEXT working group, committee/commissions
- Community Development Commission
- Planning commission as needed
- Wooten and Barton Hills neighborhood meetings
- ACBA (Austin Cooperative Business Association)
- City Council as needed
- Seeking out City, County, or State funds and grants to assist CHEA

## **Accountability**

By its nature, this is a highly trusted position. To provide for accountability, the CHEA Administrator

1. reports directly to the CHEA board every month (in person or via phone or electronic meeting).
2. submits a written report to all of the CHEA membership once every 3 months detailing the status of, and progress made in the following categories:
  - a. Finance
  - b. Affordability standards
  - c. Expansion efforts
  - d. Training of officers
3. visits each CHEA house once per quarter to present above information and answer questions from the members

## **Cost and Funding Sources**

### *Zero Funding Plan*

The average growth rate of the Vacancy Fund since the founding of La Reunion is \$799.37.

This plan sets the payment cap to less than the average monthly VF growth amount, with a hard cap of one month's rent.

This plan can be implemented upon approval by CHEA Board whether or not VF is full and, by design, fits within existing budgets of CHEA's constituent Houses. The cost to CHEA comes from a lower growth rate of the VF and cash reserves. Under this plan, these funds should grow at the monthly average the \$154.34. If CHEA appoints a CHEA member for the position, and issues payment as a rent credit, then there will be minimal liability to CHEA as an employer and that liability (payroll taxes, benefits etc.) can be researched by the appointed member.

### *Part Time Plan*

\$750 for 15 hours a week (\$12.50 hourly)

**or**

\$1000 a month for 20 hours a week. (\$12.50 hourly)

The 15 hour/week, \$750/month is a maxed out "zero additional funding" plan. It can incorporate everything in the above plan, but will require the Board to administer payroll and other liabilities associated with Employees.

For the 20 hours per week option costing \$1000/month, CHEA can afford to pay 75% of this out of pocket, and seek out \$250 a month to round out the salary. That difference can be made up in one or more of the following ways:

- From the CHEA Budget
  - Increase budget
  - Increase the size and membership of CHEA and therefore the size of the Vacancy Fund deposit
- Provide CHEA development services (hourly consulting services) to other Co-ops
- Seek housing bonds/grants
- Seek donations/help from other Cooperatives
- Seek financing from other Cooperatives
  - Issue Bonds
  - Arrange loans