

KANSAS OXFORD HOUSE STATE ASSOCIATION
CHAPTER LOAN OFFICER

Chapter Loan Officer Duties:

1. Primary duty is to work with Chapter Chair and the House Presidents to assess the need for new houses and visit said house to inspect suitability along with other members of the Chapter.
2. The Chapter Loan Officer will maintain an accurate record of the loan balances and have a working knowledge of Chapter financial status.
3. The Chapter Loan Officer will work with the State Loan Officer in getting approval for the loan and transferring the loan funds to the Chapter account.
4. The House who borrowed the money will issue checks to Kansas State Association but will deliver those payments to the Chapter Chair and the Chapter Loan Officer. The Chapter Loan Officer turns those payments over to the State Loan Officer once every two months.