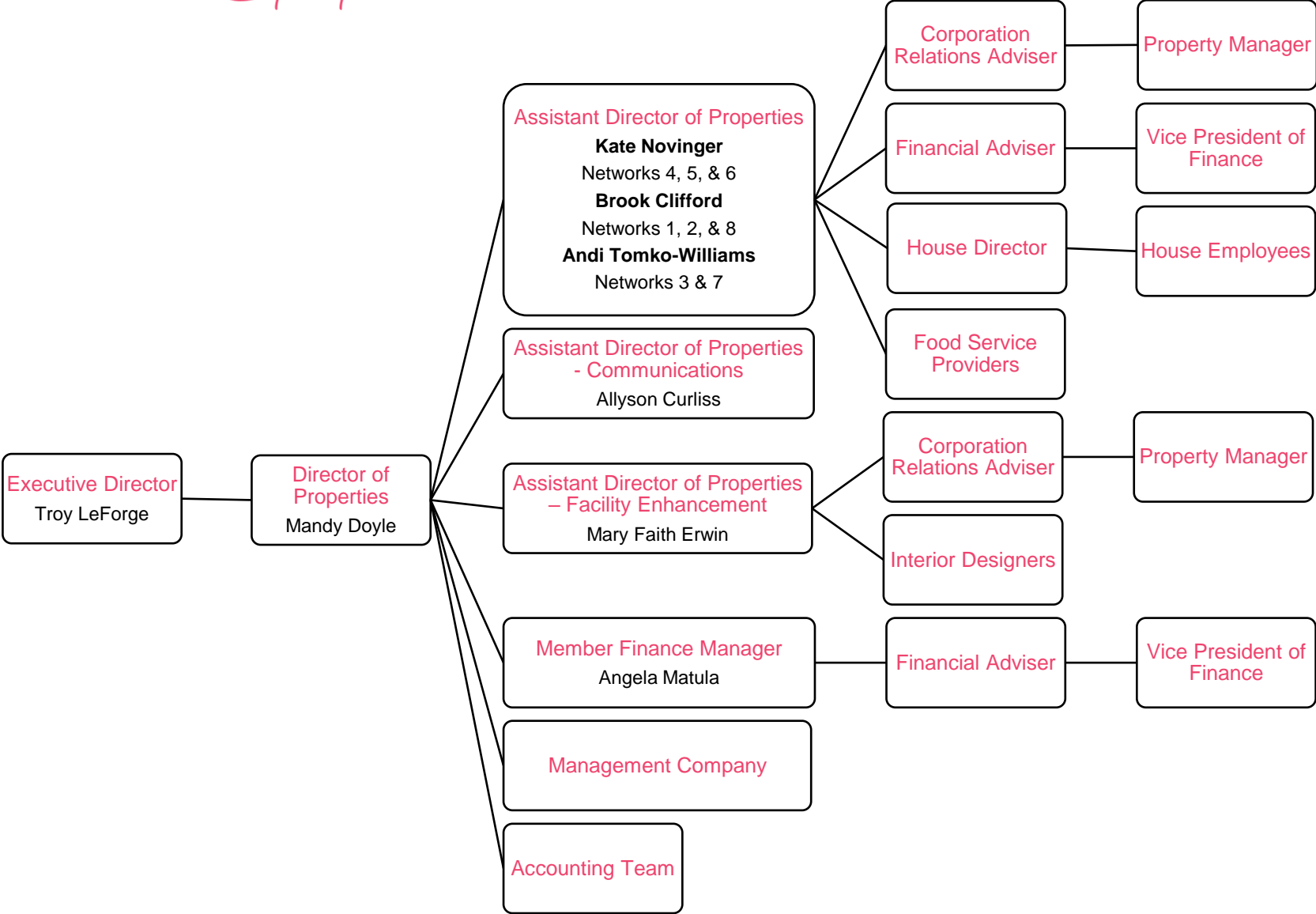


ALPHA OMICRON PI

Properties

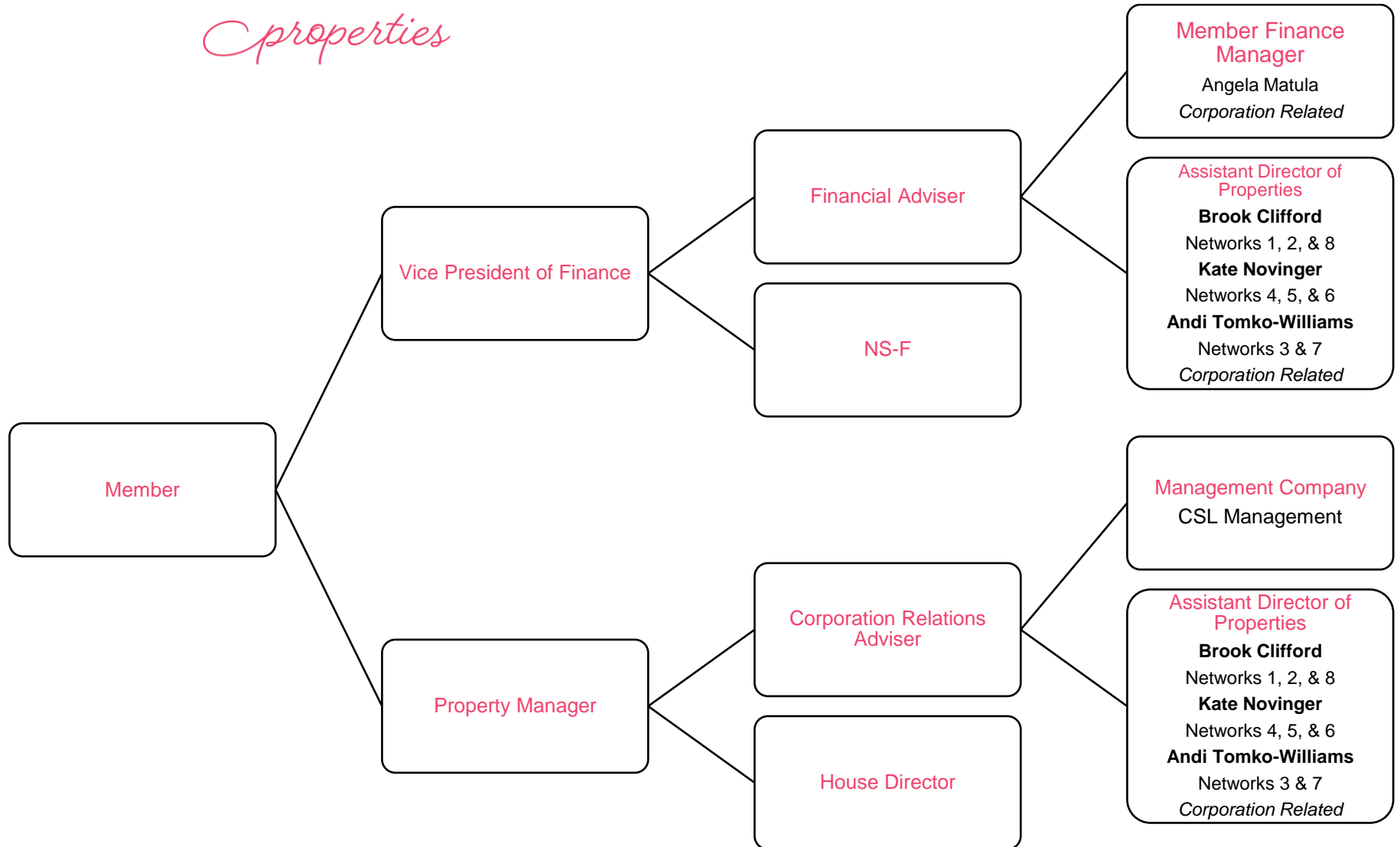
Local Employee/Volunteer to AOP Properties Staff Communication Path



ALPHA OMICRON PI

Properties

Member to AOLL Properties Staff Communication Path



ALPHA OMICRON PI

Properties

Contact Information

MAIL: 5390 VIRGINIA WAY, BRENTWOOD, TN 37027

PHONE: 615-370-0920

Troy LeForge

Executive Director
tleforge@alphaomicronpi.org

Mandy Doyle

Director of Properties
mdoyle@alphaomicronpi.org

Brook Clifford

Assistant Director of Properties
bclifford@alphaomicronpi.org
Networks 1, 2, & 8

Kate Novinger

Assistant Director of Properties
knovinger@alphaomicronpi.org
Networks 4, 5, & 6

Andi Tomko-Williams

Assistant Director of Properties
atomkowilliams@alphaomicronpi.org
Networks 3 & 7

Angela Matula

Member Finance Manager
amatula@alphaomicronpi.org

Mary Faith Erwin

Assistant Director of Properties – Facility Enhancement
mferwin@alphaomicronpi.org

Allyson Curliss

Assistant Director of Properties – Communications
acurliss@alphaomicronpi.org

CSL

Property Management Company
service@cslmanagement.com

Member to AOII Properties Staff Communication Path

About Us:

Assistant Director of Properties

- Oversight of general daily operations
- Assists in building corporation budgets
- Agreement distribution and collection
- Partners directly with Management Company
- Advocate for collegiate members, chapters and chapter corporations
- Partners with CorpRA, Property Manager, House Director, and Chapter Treasurer of various items
- Maintains Priority Lists and makes purchases
- Approves special status financial requests for the chapter corporation
- Assists in setting up house dedications
- Assists in oversight of local employee management
- New housing opportunities
- Suite or house renovations

Member Finance Manager

- Creates billings for all chapter corporations in BHWW
- Removal of chapter and/or chapter corporation fees
- Oversight and removal of late fees
- Partners with Assistant Director of Properties on special status billings
- Collections
- Monthly aging reports
- Monthly AOII Properties related invoicing such as empty bed fees

CSL Management

- Day to day operations of running a chapter facility
- Management of local employees
- Budget oversight in maintenance/food
- Procurement of local staff and kitchen management companies

Assistant Director of Properties – Facility Enhancement

- Assists with oversight of University housing and agreements
- Oversees AOII approved interior designers and projects
- Assists with new construction projects and land acquisitions

Assistant Director of Properties – Communications

- All AOII Properties driven communication
- AOII Properties social media accounts