

CHAPTER CHAIRPERSON DUTIES

The Chairperson is the executive officer of the Chapter. He or she should ensure that all Chapter officers are elected for a term of one year. There is a limit of one continuous year in any single office. To be eligible, the officer must be living in a house at the time of election. If an officer is put out of the house involuntarily, he or she is automatically out of office. All officers, except the Treasurer, may complete their term of office if they move out on good terms; however this should be determined by a vote of the Chapter.

1. Shall preside over Chapter meetings
 - a. Makes certain the Chapter meets once per month
 - b. Uses parliamentary procedure in conducting the meetings
 - c. Makes certain Chapter bylaws and Oxford House system of operations are adhered to
 - d. Shall prepare an agenda in advance of the monthly meeting and distribute to members of the meeting
 - e. Shall give a report at each meeting regarding the state of the Chapter or other activities and concerns
 - f. Shall ensure that the democratic process is followed
2. Chairperson shall work closely with all other officers.
 - a. Shall audit Chapter financial records with Treasurer and Housing Service Committee Chairperson
 - b. Shall keep Vice-Chairperson advised of all business and activities
 - c. Shall act as mediator, along with Housing Service Committee Chairperson, Vice-Chairperson, and Housing Service Committee in any house dispute, if called upon.
 - d. Shall work with Secretary by informing him/her of any correspondence
3. Shall attend the regular bimonthly State Association meeting as the Chapter representative on the State Association Board of Directors.
 - a. Shall report to State Association on Chapter activity, financial status, etc.
 - b. Shall deliver State Association dues and financial reports on behalf of Chapter
 - c. Shall report back to Chapter concerning State Association business and activity
4. Chairperson shall act as an ex-officio representative (as needed) with local, state, or national agencies and landlords unless otherwise designated
5. Shall submit an accurate accounting with receipts of any approved expenses for member approval

CHAPTER VICE-CHAIRPERSON DUTIES

The Vice-Chairperson shall serve in full capacity as Chairperson in the absence of the elected Chairperson.

1. The Vice-Chairperson will serve on the Housing Service Committee.
 - a. Shall assist in the scheduling of presentations, opening new houses, assisting houses in trouble, and regular house visits
 - b. Shall serve in full capacity as Housing Service Committee Chairperson in the absence of the elected Housing Service Committee Chairperson
2. The Vice-Chairperson may act as Chairperson for any social activities
3. The Vice-Chairperson may work with the Treasurer in organizing, implementing, and/or coordinating any fund raising activity
4. The Vice-Chairperson shall submit a report on all activities at the monthly Chapter meeting.
5. The Vice-Chairperson shall submit an accurate accounting with receipts of any approved expenses for member approval

CHAPTER SECRETARY DUTIES

1. The Chapter Secretary shall be responsible for accurately recording all minutes at the monthly chapter meeting or special meeting
 - a. Shall mail copies of the minutes to all houses in the Chapter, all Chapter officers, and the State Association Chairperson
2. The Secretary shall be responsible for any correspondence to and from the Chapter.
3. The Secretary will maintain a record of all Chapter officers, start and end dates of term, and inform Chapter at least one month in advance when an election is to be held at the monthly chapter meeting.
4. The Secretary shall submit an accurate accounting with receipts of any approved expenses for member approval
5. The Secretary shall submit the resident activity report for each house in the chapter to their respective Outreach Services Representative by the 3rd of each month.

CHAPTER TREASURER DUTIES

1. The Chapter Treasurer shall be responsible for maintaining the Chapter financial accounts and implementing good bookkeeping procedures.
 - a. The Chapter shall maintain a checking account that requires two signatures on ALL checks, no deposits “less cash” and no ATM cards.
 - b. The Chapter Treasurer shall maintain and accurately record all house dues and fines, collect in a timely manner, and make deposits upon receipt.

2. The Chapter Treasurer shall be responsible for paying all bills for approved operating costs and reimbursing any officer or member for approved expenses.
 - a. All expenses and receipts must be submitted to the Treasurer prior to the meeting or no later than the Treasurer’s report during the meeting. All expenses must be approved by a majority vote of the members.
 - b. All checks for bills should be written at the chapter meeting and if needed, be mailed immediately.
 - c. The Chapter treasurer shall keep accurate records of any fund raising activities.

3. The Chapter Treasurer shall be responsible for collecting any funds for loans and keeping accurate records.

4. The Chapter Treasurer shall send the appropriate State Association dues to the State Association Treasurer, bi-monthly, or deliver payment to the Chapter officer that will attend the bi-monthly State Association meeting.

5. The Chapter Treasurer shall make a complete report at the monthly meeting of all expenses, income from dues, loans and fundraisers and present expenses for a vote of approval by the members, and a copy of the monthly finance report should be submitted to the Secretary and each house in the Chapter.

6. The Chapter Treasurer shall submit an accurate accounting and receipts for any reimbursable expenses to be voted upon for approval by the members.

7. LAST BUT NOT LEAST...the Chapter Treasurer must always be a current Oxford House member.

HOUSING SERVICE COMMITTEE CHAIRPERSON DUTIES

Housing Service Committee Chairperson shall serve a term of one year and abide by the majority vote of the membership.

1. The Housing Service Committee Chairperson shall serve as the chairperson of a committee selected from members of the individual houses within their Chapter. They shall also conduct and record all committee meetings. (A member of the committee itself may be voted in to assume the role of Housing Service Committee Secretary to take minutes of the meeting.) In the event of the Housing Service Committee Chairperson's absence, the Chapter Vice-Chairperson shall assume his/her responsibilities.
2. Hold regular meetings once per month to implement Housing Service business.
3. The Housing Service Committee Chairperson **and** the committee shall be responsible for:
 - A. Approving any new facility, reviewing the lease and assisting in processing of the loan application, (except, when an Outreach Services Representative is responsible).
 - B. Assisting a new house by attending their weekly meetings, teaching the concepts, training the new house officers, and helping in finding new prospective members.
 - C. Assist, however necessary, any house experiencing problems. (Remember, each house is autonomous – the committee is there to help, not control.)
 - D. Promote Oxford House by scheduling presentations with treatment centers, recovery houses, community drug and alcohol centers, corrections, churches, outpatient treatment centers, etc.
4. The Housing Service Committee Chairperson shall report at the monthly Chapter meeting, any activities the committee conducted and what the results were.
5. Shall submit an accurate account of approved expenses and receipts to the Chapter Treasurer monthly.