

HOUSE MANUALS GUIDE

1. President's Manual
 - House Officers Descriptions
 - Laminated Agenda/Parliamentary Procedure Page
 - Copy of House Rules
 - House Manual
 - Chapter Manual
 - World Council Manual
 - Suggested Interview Questions and Interview Etiquette Sheet
 - President's Training Packet

2. Secretary's Manual
 - Secretary Duties
 - Meeting Minutes
 - Monthly House Reports
 - Donations/Thank You Notes
 - Directories – National and State
 - House Correspondence
 - House E-mail Information and Website Log-in Information
 - House Officers Roster
 - Secretary's Training Packet

3. Treasurer's Manual
 - Treasurer Duties
 - Weekly Financial Status Report
 - Monthly Financial Summary Forms
 - Monthly Reconciliation Forms
 - Bank Records
 - Copy of Tax ID #
 - Donation Info
 - Viability Report
 - Treasurer's Training Packet

4. Comptroller's Manual
 - Comptroller Duties
 - Weekly Accounts Receivable Report
 - Individual Member Receivable Ledger
 - Comptroller's Training Packet

5. Chore Coordinator's Manual
 - Chore Coordinator Duties
 - Chore Assignment Forms
 - House Maintenance Records
 - Landlord Contact Information and Copy of Lease
 - Shopping Lists
 - House Safety Information – should include copy of emergency escape and to do plans
 - Chore Coordinator's Training Packet

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6. Chapter and State Association Manual
 - Chapter Meeting Minutes
 - Chapter By-Laws
 - Chapter Treasurer Reports
 - Chapter Manual
 - State Association By-Monthly Meeting Minutes
 - State Association Pledge
 - State Association By-Laws

7. Housing Service Committee Representative Manual
 - Chapter Manual
 - Housing Service Committee Packets
 - Housing Service Committee Meeting Minutes
 - HSC House Visit Forms/Rating Forms
 - Chapter By-Laws
 - Copy of All House Rules for Chapter
 - Local Referral Agency Contact Information

8. House Information Manual
 - Copy of Lease
 - Copy of Tax ID #
 - House Manual
 - Chapter Manual
 - World Council Manual
 - House E-mail Information and Website Log-in Information

9. Applications and Contracts
 - Blank Applications
 - Member Applications
 - Pending Applications
 - Emergency Medical Form
 - Personal Property List
 - Residency Contract
 - Probation Contract
 - Member Contracts
 - My Plan For Recovery
 - Local Referral Agency Contact Information