

## **Oxford House, Inc.**

---

# **PRESIDENT**

Each House shall have its own duly elected President. The President must be a resident of the particular house and shall serve a term not to exceed six months. A resident may not serve as President for two consecutive terms, but may be elected to President again six months after the completion of one term.

### **President's Duties:**

- President will be responsible for calling a regular business meeting not less than once per week. The President will preside over the meeting and will follow the Oxford House Sample Meeting Agenda and basic parliamentary procedure.
- The President will have the duty of accepting responsibility for general leadership within the house. Such leadership should include encouraging all house officers to fulfill their duties and frequent AA/NA meeting attendance by all house members. In addition, the President should stand ready to entertain any complaints from members of the house as to general operation, personality conflicts, or events which would affect the reputation of the house.
- The President, when present, will be responsible for calling and presiding over emergency house meetings, particularly in regard to a house member's concerns of possible alcohol or drug use by a resident.
- The President will be responsible for presiding over the process of interviewing prospective new residents. In addition, unless otherwise delegated, the President will be responsible for orienting new house members, including reading house rules, filling out appropriate paperwork, and providing newcomer packets.
- The President will be one of the duly authorized officers designated to sign checks. As an authorized check signer, the President will not have direct access to the house checkbook.
- The President will represent the house at Chapter meetings. The President will vote on behalf of the house and report the status of the house to the Chapter, including providing a monthly financial status report and monthly house report. The President will be responsible for reporting to their house all decisions and business conducted at each Chapter meeting.
- The President, Treasurer and Comptroller TOGETHER shall conduct a monthly house account and audit report. The audit report results must be posted for the entire house to examine and a monthly financial report submitted to the local Chapter on a monthly basis.
- The President will be responsible for checking the house phone voicemail on a daily basis, retrieving any house business-related calls, and addressing them appropriately in a timely manner.

# SECRETARY

Each House shall have its own duly elected Secretary. The Secretary must be a resident of the particular house and shall serve a term not to exceed six months. A resident may not serve as Secretary for two consecutive terms, but may be elected to Secretary again six months after the completion of one term.

### Secretary's Duties:

- The Secretary will accurately and thoroughly record the minutes of each weekly house meeting, interviews, and emergency house meetings and will maintain an organized Secretary's Manual.
- The Secretary will maintain a house resident record book, keeping organized files on all resident applications, contracts, and other forms.
- The Secretary will keep pending applications for new residents and oversee the interview scheduling process.
- The Secretary will maintain a supply of newcomer packets for incoming residents and will be responsible for keeping an appropriate supply of all house forms.
- The Secretary will complete a monthly house report for the President to present at the monthly Chapter meeting and will update the house activity report form. The Secretary will report house activity data to the Chapter Secretary each month no later than the second day of the month.
- The Secretary will sign in to the national website ([oxfordhouse.org/update](http://oxfordhouse.org/update)), in order to update house information and check for announcements/communications received via the website. The Secretary will sign in to [oxfordvacancies.com](http://oxfordvacancies.com), in order to update house information and will also respond to weekly text messages regarding vacancies. The Secretary will do these tasks at least once per week prior to the weekly house meeting.
- The Secretary will sign in to the house email account on a regular basis, (at least once per week prior to the weekly house meeting), communicate information to the house, and respond to correspondence as necessary.
- The Secretary will be responsible for any correspondence to and from the house, including thank-you notes.
- The Secretary will maintain a record of all house officers, start and end dates of term, and inform house at least one week in advance when an election is to be held at the weekly house meeting.

# **TREASURER**

Each House shall have its own duly elected Treasurer. The Treasurer must be a resident of the particular house and shall serve a term not to exceed six months. A resident may not serve as Treasurer for two consecutive terms, but may be elected to Treasurer again six months after the completion of one term.

### **Treasurer's Duties:**

- The Treasurer will have the overall responsibility for assuring the sound financial management of the house. The Treasurer will become familiar with and follow the financial record keeping procedures established by the house and will maintain accurate and organized financial records.
- The Treasurer will write checks for all house approved expenditures and will be one of the duly authorized officers designated to sign checks. As an authorized check signer, the Treasurer will not have direct access to the house checkbook.
- The Treasurer will have a full and working knowledge of the Comptroller's position. The Treasurer will assist the Comptroller and may undertake all financial transactions authorized by the house.
- The Treasurer will be responsible for making a weekly bank deposit of total money received and will obtain a receipt of deposit from the bank.
- The Treasurer must accurately maintain all transactions in the house checkbook ledger. The Treasurer will reconcile the monthly bank statement with the house checkbook ledger and present to house in a weekly business meeting.
- The Treasurer must complete a Weekly Financial Status Report prior to the weekly business meeting, including an accurate account of bills to be paid, and present it to the house at the weekly business meeting.
- The President, Treasurer and Comptroller TOGETHER shall conduct a monthly house account and audit report. The audit report results must be posted for the entire house to examine and a monthly financial report submitted to the local Chapter on a monthly basis.
- The Treasurer will prepare a monthly financial status report for the President to present at the monthly Chapter meeting.

# COMPTROLLER

Each House shall have its own duly elected Comptroller. The Comptroller must be a resident of the particular house and shall serve a term not to exceed six months. A resident may not serve as Comptroller for two consecutive terms, but may be elected to Comptroller again six months after the completion of one term.

### Comptroller's Duties:

- The Comptroller will have the responsibility of keeping accurate and organized records of residents' rent balances, including money owed to the house for fines or other purposes.
- The Comptroller will fill out an Accounts Receivable Journal and update an Individual Member Receivable Ledger every week, updating all rent, fine, and move-in fee balances. An Individual Member Receivable Ledger will be accurately maintained for each house resident, including move-in and move-out information.
- The Comptroller will provide accurate and prompt receipts for money paid to the house.
- The Comptroller must complete the weekly reports prior to the weekly business meeting and present the Accounts Receivable Journal to the house at the weekly business meeting.
- The Comptroller will assist the Treasurer in overall house financial operations.
- The Comptroller will open house bills and review them prior to informing the Treasurer for inclusion in the Weekly Financial Status Report. The Comptroller will also be responsible for paying and mailing the house bills once the house has approved payment and the Treasurer has written a check.
- The President, Treasurer and Comptroller TOGETHER shall conduct a monthly house account and audit report. The audit report results must be posted for the entire house to examine and a monthly financial report submitted to the local Chapter on a monthly basis.

# COORDINATOR

Each House shall have its own duly elected Coordinator. The Coordinator must be a resident of the particular house and shall serve a term not to exceed six months. A resident may not serve as Coordinator for two consecutive terms, but may be elected to Coordinator again six months after the completion of one term.

## Coordinator's Duties:

- The Coordinator will assign chores in order to keep the house clean and orderly. Chores will be assigned to house members in a fair manner on a weekly basis prior to each weekly business meeting.
- The Coordinator will report to the house at the weekly business meeting the status of chores completed or not adequately completed.
- The Coordinator is authorized to bring to any member's attention their failure to appropriately clean up after themselves.
- The Coordinator will be responsible for the general safety of the house, including regularly testing smoke-detectors, conducting fire safety checks, and fire drills, and discussing house safety issues with the house members at the weekly business meeting.
- The Coordinator will be responsible for the general upkeep of the house, bringing to the attention of the house any maintenance issues and enlisting the support of all house members in completing any projects undertaken by the house as the result of a house decision.
- The Coordinator will be responsible for keeping the house properly stocked with house supplies that the house provides (e.g. cleaning supplies, toilet paper, coffee, etc.).
- The Coordinator will conduct periodic cursory visual checks of all members' rooms in order to make sure they are keeping their rooms clean.
- The Coordinator will maintain an accurate and up-to-date house property list.

# **HOUSING SERVICE COMMITTEE REPRESENTATIVE**

Each House shall have its own duly elected Housing Service Committee Representative (HSC Rep). The HSC Rep must be a resident of the particular house and shall serve for a term not to exceed six months. A resident may not serve as HSC Rep for two consecutive terms, but may be elected to HSC Rep again six months after the completion of one term.

## **Housing Service Committee Representative's Duties:**

- The HSC Rep will participate in scheduled presentations at area referral agencies; distributing vacancy flyers for their individual house or other houses in the Chapter.
- The HSC Rep will assist in the various tasks of opening a new house as needed.
- The HSC Rep will attend all regularly scheduled Housing Service Committee meetings and other Housing Service Committee activities.
- The HSC Rep will assist the HSC Chairperson and Committee with troubleshooting problems within houses in the Chapter as needed.
- The HSC Rep will inform their individual house about the Housing Service Committee's needs, endeavors and service work opportunities.
- The HSC Rep will represent their house and its group conscience to the HSC Committee as necessary.
- The HSC Rep will lend support to their individual house in helping house officers realize their expected duties.
- The HSC Rep will help their individual house maintain a healthy image in their immediate community.