



Oxford House
President

President

- Each House shall have its own duly elected President. The President must be a member of the particular house and shall serve a term not to exceed six months. A member 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 Duties

- The 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 Meeting Format and basic parliamentary procedure.
- 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 relapse by a member.

President Duties

- The President will be responsible for presiding over the process of interviewing prospective new members. 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 new member packets
- The President will be one of the authorized officers designated to sign checks. As an authorized check signer, the President will not have direct access to the house checkbook.

President Duties

- 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.

President Duties

- The President will be responsible for checking the house phone voicemail on a daily basis, retrieving any house business-related calls, addressing them appropriately to ensure a return call is made within 48 hours.
- The President will encourage all house officers to fulfill their duties and encourage all house members to attend frequent recovery mutual support group meetings.

Oxford House Weekly Business Meeting Format

1. CALL MEETING TO ORDER AT SPECIFIED TIME
2. ROLL CALL BY SECRETARY
 - Determine excused and unexcused absences.
3. OPEN MEETING WITH A READING OF AN OXFORD HOUSE TRADITION AND THREE HOUSE RULES EACH WEEK
 - Each Member can be asked to read a paragraph.
4. SECRETARY REPORT
 - Read minutes of last regular weekly meeting or emergency meeting.
 - Ask if there are any additions or corrections to Secretary's Minutes.
 - Ask for Motion to Accept as Read or Accept as Corrected, if there are any additions or corrections.
 - Ask if house vacancies have been updated on national website and if house email has been checked.
5. HOUSING SERVICE COMMITTEE REPRESENTATIVE REPORT
 - Report any recent Chapter Housing Service Committee activity and planned future activity: HSC house visits, regular monthly meetings, presentations, or unity events.
6. TREASURER REPORT
 - All receipts, unpaid bills, and House checkbook should be available at the Meeting for all Members to review and comment.
 - Ask if there are any additions or corrections to Finance Report.
 - Ask for Motion to Accept as Read or Accept as Corrected.
7. COMPTROLLER REPORT
 - Past due rent by Members may be discussed at this time.
 - Motion to take Action may also be in order at this time.
 - Bills owed, or future expenses should be presented and Motion made to allocate necessary funds.
 - Ask if there are any additions or corrections to Comptroller's Report.
 - Ask for Motion to Accept as Read or Accept as Corrected.
8. COORDINATOR REPORT
 - List each person's chore detail for previous week and state whether completed.
 - List and Assign Next Weeks chore details.
 - Ask if there are any additions or corrections to Coordinator's Report.
 - Ask for Motion to Accept as Read or Accept as Corrected.
9. OLD BUSINESS
 - Any business that was discussed previously but is unfinished from any prior meeting.
 - Review any ongoing contracts – probation or behavioral.
 - Reports from Members assigned specific tasks at previous meeting(s).
10. NEW BUSINESS
 - Any matters that have not been discussed previously.
 - Any Member may bring up new business.
 - Motions must be made to take action.
 - Assign specific Tasks to individual Members for follow-up on business not acted upon.
11. ADJOURNMENT
 - President may ask for a Motion to Adjourn or President may state, "If there is no further business, this meeting of Oxford House - _____ is adjourned"...

[An informal group meeting of individual sharing may follow.]

Standard Oxford House forms make it easier to detail and present reports

Weekly Business Meetings

- Consistent day and time
- All members must attend and participate (no cellphones)
- Follow weekly business meeting format
- Basic parliamentary procedure
 - ✓ Motions made, seconded, full discussion and then vote
 - ✓ All house members must vote – no abstentions
 - ✓ Raise hands, record vote counts
 - ✓ All decisions (except accepting applicants) are determined by majority vote (50% + one)

Weekly Business Meetings

- Create agenda for specific business to be addressed
- Stay on track, eliminate interruptions
- Anticipate needing to assign or fill-in for absent officers
- Make sure Secretary is adequately recording reports and house discussions/decisions
- Sixty to ninety minutes (don't rush or neglect issues needing to be addressed)

Emergency House Meetings

- Emergency house meetings are for... EMERGENCIES!
 - ✓ Always call an emergency meeting immediately for any suspicion of relapse
 - Attempt to convene all house members but hold meeting with whoever is available
 - ✓ Behavioral issues: ask yourself whether the problem truly cannot wait to be addressed at the next regular business meeting
 - Higher expectation of full attendance
 - Often resolves before next house meeting
 - Sometimes allowing some time leads to more constructive discussions and better outcomes
 - Do not wait if anyone's safety is in question
 - ✓ Member in question must be present and allowed to participate/vote (unless they have been missing for over three days without house permission or house can document the member's refusal to attend meeting)

Emergency House Meetings

- Very important to properly document emergency meetings
 - ✓ Questions of expulsion will often be reviewed by chapter/outreach, especially expulsions for disruptive behavior
- Emergency meetings to address concern of relapse need to conclude with a motion and vote of all members as to whether they believe a relapse has occurred
 - ✓ Vote based on behaviors – trust your gut!
 - ✓ The vote is what determines the question NOT a urinalysis

Interviews

- Houses are required to make every effort to fill ALL beds
- Respond to calls/voicemails/emails quickly
- Generally scheduled before weekly business meetings but if able to, as soon as possible, especially if multiple vacancies
- DO NOT screen or “pre-interview”
- Conduct phone/video interviews when necessary
- Must be present to vote – no proxy or absentee voting
- 80% of house members (not just those present) must vote yes to accept
- Minimum 80% of members must be present to conduct interview

Interviews

- Review “Interview Etiquette” information sheet
- Show “60 Minutes” video
- Make applicant feel comfortable, brief introductions
- Read application before interview (fully completed)
- Use Oxford House Interview Questions
- Secretary record minutes (summary responses)
 - ✓ Read and approve at member’s first house meeting if accepted/admitted

Interviews

- Give quick tour of house before/after
- Call to let them know outcome – DO NOT have applicant wait
- Discuss and vote immediately or in new business
- DO NOT provide explanation for no vote “Did not receive 80% vote required for acceptance”
 - ✓ If not accepted, consider referring to other houses

Interviews

- Do not be picky, have empathy
 - ✓ Give everyone a chance at recovery
 - ✓ Remember it was once you
 - ✓ Vote "Yes" unless applicant gives compelling reason to vote "No"
 - ✓ DO NOT deny because of race, religion, nationality, age, sexual orientation, disability, citizenship OR medication-assisted recovery status – Oxford House will not tolerate discrimination!

Welcoming New Members

- Orient new members within 24 hours
 - ✓ Provide a thorough new member packet (See new member packet list)
 - ✓ Read rules aloud

- Documents new members must complete (make sure they're signed where necessary)
 - ✓ Application for Membership
 - ✓ House Rules
 - ✓ Membership Contract
 - ✓ New Member (probation) Contract
 - ✓ Emergency Medical Information
 - ✓ Personal Property List
 - ✓ 12-Step Meeting Verification forms (one per week of New Member Contract)
 - ✓ Provide new member with community resource information: bus schedules, 12-step meeting schedules, food banks, health clinics, etc.

Role as Financial Officer

- MUST ensure that audit is held with Treasurer and Comptroller at established time each month.
- COPY of fully completed Monthly Financial Summary and most recent available bank statement to be brought to chapter meeting.
- One of two standard check signers
(NEW: ALONG WITH COMPTROLLER)

Chapter Meeting

- Represent and vote on behalf of house at monthly chapter meetings
- To be brought to chapter meeting:
 - ✓ Chapter dues
 - ✓ *Copy of Monthly House Report (Secretary)*
 - ✓ *Copy of Monthly Financial Summary (Treasurer)*
 - ✓ *Copy of most recent bank statement*
- If unable to attend, house must vote to authorize another member to represent/vote

Checking House Voicemail

- MUST BE CHECKED DAILY
 - ✓ House required to return all calls within 48 hours.
- Make sure voicemail stays open
- Make sure voicemail has appropriate greeting