

Oxford House Officer's Duties

President

Each house shall have its own duly-elected President. The President must be a resident of the particular house and shall serve for a term not to exceed six months. An individual may not succeed him/herself in the same office; however, he/she may be elected to the same office after a period of six months has elapsed.

Duties:

The President shall have the responsibility for calling a regular meeting not less than once a week. The President shall preside over the meeting and shall (a) call for the reading of the minutes of the last meeting; (b) call for the reading of the Treasurer's Report; (c) call for the reading of the Comptroller's Report; (d) ask for a report from the Coordinator on the current physical condition of the house and a request that the Coordinator may have for assistance in completing projects, or assuring general upkeep of the physical premises of the house; (e) bring up for consideration and pending "old" business; (f) bring up for consideration any "new" business.

The President shall have the general duty of accepting the responsibility for general leadership within the house. Such leadership should include the encouragement of frequent AA/NA meeting attendance by members of the house. In addition, the president should stand ready to entertain any complaints from any member(s) of the House as to general operations, personality conflicts, or events taking place outside the House which would affect the reputation of the Oxford House.

In addition to his/her overall responsibilities, the President shall serve as chief officer for investigation of any complaints relating to the possession or use of alcoholic beverages or drugs of any kind by any member of the house.

House meetings should be held on a regular meeting day at a regular time unless some situation exists which needs prompt attention. Such situations would include financial crises, new membership applications, or any other problem where time is of the essence. At a minimum, a meeting notice should be posted by 9:00 am of the morning on which the meeting is to be held.

The President shall be one of the officials authorized to sign checks for the House. In addition, at least once a month, the President together with his/her Comptroller and Treasurer, shall conduct an audit of the financial records of the house and post findings of such an audit of the financial records of such audit for other members of the house to examine.

Treasurer

Each house shall have its own duly-elected Treasurer. The Treasurer must be a resident of the particular house and shall serve for a term not to exceed six months. An individual may not succeed him/herself in the same office; however, he/she may be elected to the same office after a period of six months has elapsed.

Duties:

The Treasurer shall have the overall responsibility for assuring the sound financial management of the house. Together with the President and Comptroller, the Treasurer shall conduct an audit of all financial records not less than once a month. The Treasurer shall post the findings of such an audit for the other members of the house to examine.

The Treasurer shall familiarize him/herself with the financial record-keeping and follow procedures established by the house. From time to time, he/she may make recommendations at the house meeting for any changes in record-keeping procedures which provide an improved system for the house.

The Treasurer shall have responsibility to collect any money due to his/her Oxford House for Oxford House, Inc., or any other Oxford House. The terms and conditions for the loan of money between Houses or to Oxford House Inc. shall be set by the members of the lending house.

The Treasurer shall be one of the duly elected officers designated to sign checks and the Treasurer may assist the Comptroller in collecting rents and may undertake all financial transactions authorized for the Comptroller.

Comptroller

Each house shall have its own duly-elected Comptroller. The Comptroller must be a resident of the particular house and shall serve for a term not to exceed six months. An individual may not succeed him/herself in the same office; however, he/she may be elected to the same office after a period of six months has elapsed.

Duties:

The Comptroller of the House shall have the responsibility of keeping the financial records of the House on a day to day basis. Included in those responsibilities will be (a) following the financial record keeping procedures established for the house; (b) collecting rents; (c) making expenditures for food, repairs, utilities, and miscellaneous items necessary for the operation of the house; (d) signing checks whenever necessary; (e) issuing the proper receipts; and (f) balancing the books prior to each regular meeting and making a report on the financial condition to members of the house.

The Comptroller shall be directly responsible to the Treasurer of the House and shall at least once a month participate in an audit of the financial records of the house with the President and Treasurer.

Secretary

Each house shall have its own duly-elected Secretary. The Secretary must be a resident of the particular house and shall serve for a term not to exceed six months. An individual may not succeed him/herself in the same office; however, he/she may be elected to the same office after a period of six months has elapsed.

Duties:

The Secretary of the House shall have the responsibility for maintaining the minutes of each meeting and should contain the following (1) date and time of meeting; (2) officer officiating, (3) number present at the house meeting, (4) the wording of all motions, and the fact whether or not the motion or resolution was approved, (5) the time of adjournment of the meeting.

In addition to the meeting responsibilities, the Secretary shall have the responsibility for correspondence which concerns the house including thank-you letters to any individuals who have made donations to that Oxford House. Generally, thank-you letters should be signed by as many members of the house as possible.

Coordinator

Each house shall have its own duly-elected Coordinator. The Coordinator must be a resident of the particular house and shall serve for a term not to exceed six months. An individual may not succeed him/herself in the same office; however, he/she may be elected to the same office after a period of six months has elapsed.

Duties:

The Coordinator of the House shall have the responsibility for encouraging all members of the house to contribute a fair share of time for maintaining the house in a clean and organized manner. The Coordinator is authorized to bring any member's attention that member's failure to pick up after him/herself. The Coordinator shall also have the responsibility for enlisting the support of his/her fellow members in completing any projects undertaken by the house as a result of a resolution of motion passed at a meeting.

The Coordinator should not be responsible to undertaking any house cleaning or work duties over or beyond those which would be his/her fair share. All members of Oxford House are expected to work together in order to maintain a clean and livable home.

At each regular house meeting the Coordinator should make a report to the membership as to the general condition of the house, the status of unfinished projects, and general level of cooperation existing among the membership.