

# Oxford House, Inc.

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## 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.