

## **HOUSING SERVICE COMMITTEE CHAIRPERSON DUTIES**

Housing Service Committee Chairperson shall serve a term of one year and abide by the majority vote of the membership.

1. The Housing Service Committee Chairperson shall serve as the chairperson of a committee selected from members of the individual houses within their Chapter. They shall also conduct and record all committee meetings. (A member of the committee itself may be voted in to assume the role of Housing Service Committee Secretary to take minutes of the meeting.) In the event of the Housing Service Committee Chairperson's absence, the Chapter Vice-Chairperson shall assume his/her responsibilities.
2. Hold regular meetings once per month to implement Housing Service business.
3. The Housing Service Committee Chairperson **and** the committee shall be responsible for:
  - A. Approving any new facility, reviewing the lease and assisting in processing of the loan application, (except, when an Outreach Services Representative is responsible).
  - B. Assisting a new house by attending their weekly meetings, teaching the concepts, training the new house officers, and helping in finding new prospective members.
  - C. Assist, however necessary, any house experiencing problems. (Remember, each house is autonomous – the committee is there to help, not control.)
  - D. Promote Oxford House by scheduling presentations with treatment centers, recovery houses, community drug and alcohol centers, corrections, churches, outpatient treatment centers, etc.
4. The Housing Service Committee Chairperson shall report at the monthly Chapter meeting, any activities the committee conducted and what the results were.
5. Shall submit an accurate account of approved expenses and receipts to the Chapter Treasurer monthly.