**Oxford House, Inc.**

**EVENT COORDINATOR**

The Event Coordinator must be a resident of a particular house and shall serve a term of one year and may be re-elected to one additional term

**Event Coordinator Duties:**

1. Form an events sub-committee;
2. Recruit any residents and alumni to join the sub-committee;
3. Lead any sub-committee meetings held outside of the state/chapter/house meeting;
4. Plan, organize, and implement Oxford House events and activities;
5. Discover local events and activities provided by the recovering community.
6. Present a written report at the state/chapter/house meeting including the following:
   1. Members of the sub-committee;
   2. Recent activities of sub-committee, including summary of last meeting;
   3. Future goals of the sub-committee, and;
   4. Upcoming events within or outside Oxford House.