



Each Chapter shall have its own duly elected Chairperson. The Chairperson must be a Member of an Oxford House within the Chapter and shall serve a term not to exceed one (1) year. A Chairperson may be elected to one consecutive term. As Oxford Houses make up the voting body of the Chapter, the Chairperson will not vote on any decisions except as the tie-breaker when electing someone to a new service position.

## CHAIR DUTIES

- ▶ The Chair will be responsible for presiding over the monthly Chapter Meeting. The Chairperson will provide a complete agenda to all the houses prior to each meeting. During the Chapter Meeting, the Chairperson, as meeting facilitator, will ensure that the democratic process is followed using basic parliamentary procedures.
- ▶ The Chair will have the duty of accepting responsibility for general leadership within the Chapter. Such leadership should include encouraging all houses to follow the charter. In addition, the Chair should stand ready to entertain any complaints from members as to the general operation of the house, including personality conflicts or events which would effect the reputation of the house.
- ▶ The Chair will be responsible for communicating on a regular basis with Houses, other Chapter Officers, Alumni, and community partners.
- ▶ The Chair must be a model member of his/her Oxford House and the recovery community.
- ▶ The Chair may be one of the duly authorized officers designated to sign Chapter checks. As an authorized check signer, the Chair will not have direct access to the house checkbook.
- ▶ The Chair may participate in any or all sub-committees formed by the Chapter, including the Housing Services Committee.
- ▶ The Chair will assist the Chapter Treasurer in completing the monthly audit of the Chapter bank account. The audit report results must be provided to all Oxford Houses in the Chapter and a copy provided to the Regional/State Association.
- ▶ The Chair will work closely with the Chapter Vice-Chairperson to keep him/her up to date on all activities.
- ▶ The Chair will represent the Chapter at the Regional/State Association meeting, taking good notes, and provide a report at the following Chapter meeting.

**READ THE OXFORD HOUSE MANUAL**