

OXFORD HOUSE CHAPTER MEETING

Meeting Procedure

1. Call Meeting to Order

- Call out start time and open with serenity prayer.
- Introductions of all present

2. Roll Call of House Presidents by Secretary

3. Open Meeting with a Reading the Oxford House Principles

4. Read Minutes of the Last Meeting

- Ask if there are any corrections or addition.
- Ask for **MOTION** to Accept as Read or Accept as Corrected, if there are any additions or corrections.

5. House Summary Reports

- Ask each House President to read report. Discuss any concerns
- Ask House Summary Reports and Audits to be turned into Chapter Secretary.

6. Treasurer's Report

- Report of Checking and Savings Accounts balances, deposits, and expenditures from last month.
- Report on Chapter Dues and Current Balance of each House.
- Bills owed, or future expenses should be presented and a **MOTION** made to allocate necessary funds.
- Ask for corrections or additions to Finance Report.
- Ask for **MOTION** to Accept as Read or Accept as Corrected.

7. Chairperson's Report

- Report on houses visited and house meetings attended.

8. Vice-Chair Report

- Report on houses visited and house meetings attended.

9. Housing Services Chair Report

- Report on last month's Housing Services Committee (HSC) Meeting.
- Discuss any house meetings that were attended by the HSC.
- Discuss any upcoming events. (HSC Meetings)
- Discuss any Communications with Treatment Centers.

10. Outreach Report

11. Re-entry Chair Report

- Report on DOC presentations, DOC applications received and phone interviews.

12. Fundraiser Chair Report

- Discuss current fundraisers or ideas on future fundraisers.

13. Alumni Coordinator Report

- Discuss activities of active alumni to stay connected.

14. Old Business

- Discuss any unresolved business or tabled motions.

15. New Business

- Discuss any new business

ASK FOR A MOTION TO ADJOURN. (call out time)