

OXFORD HOUSE COORDINATOR



Each House shall have its own duly elected Coordinator. The Coordinator must be a Member of the particular house and shall serve a term not to exceed six months. A Member may not serve as Coordinator for two consecutive terms, but may be elected to Coordinator again, six months after the completion of one term.

COORDINATOR DUTIES

- ▶ The Coordinator will assign chores in order to keep the house clean and orderly. Chores will be assigned to House Members in a fair manner on a weekly basis prior to each weekly business meeting.
- ▶ The Coordinator will report to the House, at the weekly business meeting, on whether chores were complete or incomplete.
- ▶ The Coordinator is authorized to bring to any Member's attention their failure to appropriately clean up after themselves.
- ▶ The Coordinator will be responsible for the general safety of the house, including regularly testing smoke-detectors, conducting fire safety checks and fire drills, and discussing house safety issues with the House Members at the weekly business meeting.
- ▶ The Coordinator will periodically and routinely inspect the House and relay any maintenance or upkeep that needs to be completed, either by the landlord or the House membership.
- ▶ The Coordinator will conduct periodic visual checks of all Members' rooms to ensure they are being kept clean.
- ▶ The Coordinator will maintain an accurate and up-to-date house property list.
- ▶ The Coordinator will assign one member to check-in with all members of the house on a daily basis.

READ THE OXFORD HOUSE MANUAL