

OXFORD HOUSE **SECRETARY**



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

SECRETARY DUTIES

- ▶ The Secretary will accurately and thoroughly record the minutes of each weekly house meeting, interviews, and emergency house meetings using the recommended Oxford House Meeting Minutes form.
- ▶ The Secretary will oversee the office area of the house by organizing the filing cabinet with current and former resident information, utility statements, bank statements, and other important information. The Secretary will work with the HSR to update the house calendar by listing important dates, such as: Chapter Meetings, HSC Meetings, presentations, unity events, and house member recovery birthdays.
- ▶ The Secretary will check the house email account at least once per week and print any important information to present at the house meeting. The secretary will log into the Oxford House vacancy website (www.oxfordvacancies.com), at least once per week to verify the vacancies listed are accurate.
- ▶ The Secretary will ensure the house has adequate copies of all officer forms, including membership applications and newcomer packets. The Secretary will work with the other officers to help maintain clean and organized officer note books, free of clutter and outdated paperwork. The Secretary will also work with the other house members to help schedule interviews for new members, which includes face-to-face and phone interviews.
- ▶ The Secretary will work with the President to complete the monthly House Summary Report. The Secretary will have the responsibility of correspondence to and from the house, including sending and replying to emails and mailing thank you cards to donors and supporters.
- ▶ The Secretary will keep track of the terms for each house officer, notifying them when their term is about to expire.
- ▶ The Secretary will work with the Chore Coordinator to make sure one individual is assigned to check in with all members of the house on a daily basis. The Secretary will confirm this is being done in the weekly house meeting.

READ THE OXFORD HOUSE MANUAL