

Housing Services Chairperson and Committee Duties

1. Form a committee
 - a. Housing Services Chair
 - b. Chapter Vice Chair
 - c. One member from each house, usually the Housing Services Representative.
 - d. Often some Senior Members of your Chapter

2. Educate your committee
 - a. Know your treatment centers
 - b. Know your contacts at each treatment center
 - c. KNOW ABOUT OXFORD HOUSE (Manual, Traditions, Expectations, FAO's, Directory) & pass it on !!!

3. Monthly planning meetings
 - a. Outline objectives (Presentations & Education, House visits, Community Relations)
 - b. Assign tasks
 - c. Review last months assignments & discuss results

4. Supervise chapter Hotline
 - a. O.K. to assign task to someone else - Follow up - check on it !
 - b. Confirm that each House is updating the national website.

5. Make appointments at treatment centers
 - a. Schedule presentations
 - 1) Same time & day each time. Schedule several months/weeks in advance
 - 2) Seek professional communities in need of education.

6. Monthly reports
 - a. Record all activities of committee for the month
 - b. Written report
 - c. Read at chapter meeting
 - d. Copy to chapter secretary for chapter minutes

7. Praise your committee members !!!!

Without them you do all the work alone!!!!

Housing Services Duties

1. Promotions and Presentations
 - a. Presentations at treatment centers and to the Professional community.
 - b. Literature
 - c. Display board
 - d. Hotline

2. Assist Houses in trouble
 - a. Attend house meetings
 - b. Educate them in proper guidelines
 - c. Help with monthly audits and reports
 - d. Be available for questions
 - e. EDUCATION-teach the members how it works (Officers Duties & Oxford Concepts)
 - f. Don't tell the members-show them
 - g. Please don't be a dictator-it's their house

3. Assist the new House
 - a. Attend house meetings for at least 2 months
 - b. Teach them all aspects of the structure of Oxford Houses and process
 - c. Make up new member information packets
 - d. Set up their files
 - e. Be available to answer questions

4. Share experience, strength, and hope with the houses in your chapter.
 - a. Schedule regular monthly visits by Committee members to all houses.
 - b. You are guests...listen and learn.
 - c. Violations of a Charter must be noted and corrective action taken.
 - d. Non observance of the Traditions and Chapter guidelines should be noted and discussed at the House and Chapter level

5. Open new houses
 - a. Find a suitable house
 - b. Tour house and determine acceptability
 - c. Negotiate lease
 - d. Apply for loan
 - e. Make flyers to attract new members
 - f. Furnish house-donations