



## Chapter Vice-Chairperson Duties

Vice-Chairperson shall serve in full capacity as Chairperson in the absence or incomplete term of standing Chairperson.

1. Vice-Chairperson shall work with House Services Committee with any of its activities.
  - a. Includes assisting with presentations, houses in need, and planning Chapter functions.
  - b. Shall serve in full capacity as House Services Chairperson in the absence or incomplete term of House Services Chairperson.
2. Shall submit a report on all activities at the regular Chapter meetings.
3. Shall contact each house, by the phone number listed on [oxfordhouse.org](http://oxfordhouse.org), once a month. This is to ensure that houses have accurate information on the site.

## House Contact Sheet

It is important for Oxford Houses to maintain their maximum occupancy rate, by having accurate contact info on the [ohola.org](http://ohola.org) site and responding to communication from applicants. This ensures that:

1. Every person seeking this type of housing will find help.
2. Houses will always have enough members to be financially self-supporting.

Oxford House Tradition #1 states: "Oxford House has as its primary goal the provision of housing and rehabilitative support for the alcoholic who wants to stop drinking or using and stay stopped."

It is the responsibility of the local Chapter to ensure that each house is following the Charter Conditions and Traditions, to ensure quality control of the Oxford House name.

House	Date Called	Call Returned	Date Emailed	Email Returned	Notes