

## **Oxford House, Inc.**

---

# **HSC CHAIRPERSON**

The Chairperson must be a resident of the particular house and shall serve a term of one year and may be re-elected to one additional term

### **Chairperson Duties:**

1. Conduct and lead the Housing Service Committee meeting.
2. Encourage the cooperation and fairness of other HSC Members.
3. Set an agenda for each HSC meeting.
4. Encourage each house to participate in presentations.
5. Assemble the appropriate committee members to visit a new or struggling house.
6. Work closely with, and assist, the Oxford House Outreach Services Representatives.

# HOUSING SERVICES COMMITTEE

## Meeting Procedure

- 1. Call Meeting to order with serenity prayer**
  - a. Call out start time
- 2. Roll Call By Secretary**
  - a. Ask for motion to fine absent houses
- 3. Reading of Three Chapter Principles**
- 4. Read minutes of last meeting**
  - a. Ask for corrections or additions
  - b. Ask for a MOTION to accept as read or accept as corrected
- 5. Treasurer's report**
  - a. Beginning balance, money deposited, money spent, ending balance
  - b. Money to be deposited, money to be spent.
  - c. Ask for any corrections or additions to financial report
  - d. Ask for a MOTION to accept as read or accept as corrected
- 6. Chairperson's Report**
  - a. Report on activities since last meeting
- 7. Vice Chair's Report**
  - a. Report on activities since last meeting
- 8. Presentation Report**
  - a. Review scheduled presentations and assigned houses
  - b. Discuss upcoming presentations
  - c. Discuss new presentations and assign houses. (motion required)
- 9. Events Coordinator Report**
  - a. Discuss previous, current, upcoming events
- 10. Fundraising Coordinator Report**
  - a. Discuss previous, current, upcoming fundraisers
- 11. Chapter Housing Services Chair Report**
  - a. Discuss opening new houses and training new members
  - b. Discuss struggling houses that need assistance and assign committee to help
  - c. Discuss any other house concerns or conflicts.
- 12. Outreach Report**
- 13. Old Business**
  - a. Discuss any unresolved business or tabled motions
- 14. New Business**

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



## Frequently Asked Questions

- 1) **Q.** When an emergency meeting is held to vote on whether to expel a member, does the member in question have the right to attend the meeting and vote.

**A.** Yes. In a democratically run Oxford House, every member has the right to vote. Even if there is suspicion of use or evidence of disruptive behavior, the member in question has the right to be present and has a vote. Emergency meetings should not be held without the member in question, unless the member cannot attend within a reasonable period of time.

- 2) **Q.** When a member moves out, and has paid their EES in advance for the week or month, when is the house obligated to return their money?

**A.** The house has thirty days to return the unused portion of EES to a mailing address provided by the member.

- 3) **Q.** Can a house keep an expelled member's belongings to pay for any expenses they owe?

**A.** No. Houses cannot legally keep belongings in lieu of unpaid EES. A reasonable period of time must be given to the expelled member to retrieve their belongings. They can be moved to another part of the house as to allow access to living space for another member. It is a good idea to send a return requested letter to the last known address for the expelled member telling them that if the belongings are not picked up within a period of time they will be donated to charity. The return requested letter will help protect the house if the expelled member decides to sue for their belongings.

- 4) **Q.** How should a house help a member that is behind on their EES or showing disruptive behaviors?

**A.** This should be decided by the group conscience of the house in a meeting with the member in question. Issues like disruptive behavior and nonpayment of EES should be addressed as soon as possible. A "Contract" can be written between the member and the house that stipulates the exact nature of the problem and what the house expects from the member to correct it. Remember to keep the principles of recovery above the personalities of individuals.

5) **Q.** Oxford House Inc. is 501c3 tax exempt nonprofit as recognized by the IRS. Does this mean that individual Oxford Houses don't have to pay sales tax on purchases?

**A.** No the tax exempt status for Oxford House Inc. means that it does not pay Federal income taxes for contributions it receives. This does not affect the individual houses obligation to pay local sales taxes.

6) **Q.** Can members have locks on their bedroom doors?

**A.** No. Boarding Houses have locks on doors because people rent rooms and don't participate in the management of the house. Oxford Houses are run by the residents and act as a family with the residents share the entire house. Locks are intended to mean dead bolts, padlocks, or any hardware that is not part of the doorknob, for privacy when the member is in the room.

7) **Q.** Can a member of an Oxford House take prescribed narcotics while living at the house?

**A.** There may be occasions when a resident has a medical need for narcotic medication. Every effort should be made to find a nonnarcotic alternative. If narcotic medication becomes necessary, the house's group conscience should consider if this might trigger or have a negative effect on any member's recovery. It is suggested that the member having to take the narcotic have a letter from their doctor acknowledging that they are aware of the individual's addiction and that there is no other alternative treatment. Certain safety measures should be taken such as a lock box for the member to keep their medication safe and accountability that the member is taking the medication as prescribed. Any sharing, selling or stealing of the medication is grounds for expulsion.

8) **Q.** What should a house do if a city inspector shows up or tries to contact the house?

**A.** Ask the inspector to contact Oxford House Inc. at (301) 587-2916 before inspecting the house.

# What is the Housing Service Committee?

## **The Housing Service Committee is a branch of service that works in three areas of Oxford House Operations:**

- 1.) Propagation of new Oxford Houses – expanding to meet the needs of the recovery community, (housing the recovering addict/alcoholic).
- 2.) Attracting prospective members of Oxford House – at treatment centers, 12-step meetings, and other referral agencies and sources.
- 3.) Reaching out to existing Oxford Houses through the fraternal domain of the Chapter to help establish the traditional structure/model of Oxford House and to assist with achieving the financial and community stability of each house.

## **There are three levels of Housing Services within the territory of the State:**

- 1.) State Association Housing Services Chairperson
- 2.) Chapter Housing Service Committee Chairperson
- 3.) Housing Service Committee Representatives – one from each house in the Chapter. These Housing Service Committee Representatives, the Chapter Housing Service Committee Chairperson, & Chapter Vice-Chairperson together form the Chapter Housing Service Committee.
- 4.) In addition to these roles of service a Housing Service Committee Secretary should be elected to record the minutes of the Housing Service Committee meetings.

## **The Housing Service Committee Representatives have the following responsibilities:**

- 1.) Participate in scheduled presentations at area treatment centers and other referral sources.
- 2.) Assist in the various tasks of opening a new house as needed.
- 3.) Attend a regular monthly Housing Service Committee meeting.
- 4.) Help their individual house maintain a healthy image in their immediate community.
- 5.) Assist the HSC Chairperson and HSC Committee in troubleshooting problems with houses in the Chapter as needed.
- 6.) Lend support to their individual house in helping house officers realize their expected duties (educate).
- 7.) Inform their individual house about Housing Service Committee endeavors regularly.
- 8.) Represent their house and its consensus opinions to the Housing Service Committee when/if needed.
- 9.) Compile monthly statistics/data about their house to submit to chapter.

## **The Housing Service Committee Chairperson has the following responsibilities:**

- 1.) Hold a regular monthly Housing Service Committee meeting.
- 2.) Generate an agenda for the Housing Service Committee.
- 3.) Provide leadership to the Committee and the Chapter regarding Housing Service issues; delegate to the Chapter Vice-Chairperson when needed.
- 4.) Report to the Chapter, monthly, the outcomes and activities of the Committee.
- 5.) Report to the State Housing Services Chairperson concerns and positions of the Chapter Housing Service Committee.
- 6.) Schedule and participate in treatment center presentations.
- 7.) Spearhead and coordinate the opening of new houses.
- 8.) Encourage all Oxford members to get involved with Housing Service Committee activities.
- 9.) Be an available contact for any house in the Chapter asking for help.

The Housing Service Committee is both a responsive and proactive arm of the Oxford House Chapter and is intended to be the chief modality for growth of Oxford House in the community at large. It is through the legacy of the Housing Service Committee that Oxford House keeps its vitality and profound traditional integrity. The dynamic of each house's relationship with the Chapter is an integral part of our continued success. This is an ideal area of service and a great opportunity to give back some of what you have freely been given.