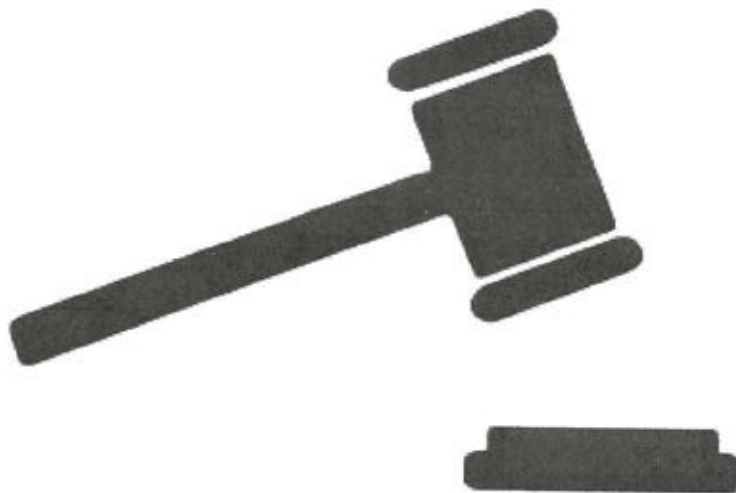


OXFORD HOUSE  
**PRESIDENT**





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## PRESIDENT

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

### President's Duties:

- President will be responsible for calling a regular business meeting not less than once per week. The President will preside over the meeting and will follow the Oxford House Sample Meeting Agenda and basic parliamentary procedure.
- The President will have the duty of accepting responsibility for general leadership within the house. Such leadership should include encouraging all house officers to fulfill their duties and frequent AA/NA meeting attendance by all house members. In addition, the President should stand ready to entertain any complaints from members of the house as to general operation, personality conflicts, or events which would affect the reputation of the house.
- The President, when present, will be responsible for calling and presiding over emergency house meetings, particularly in regard to a house member's concerns of possible alcohol or drug use by a resident.
- The President will be responsible for presiding over the process of interviewing prospective new residents. In addition, unless otherwise delegated, the President will be responsible for orienting new house members, including reading house rules, filling out appropriate paperwork, and providing newcomer packets.
- The President will be one of the duly authorized officers designated to sign checks. As an authorized check signer, the President will not have direct access to the house checkbook.
- The President will represent the house at Chapter meetings. The President will vote on behalf of the house and report the status of the house to the Chapter, including providing a monthly financial status report and monthly house report. The President will be responsible for reporting to their house all decisions and business conducted at each Chapter meeting.
- The President, Treasurer and Comptroller TOGETHER shall conduct a monthly house account and audit report. The audit report results must be posted for the entire house to examine and a monthly financial report submitted to the local Chapter on a monthly basis.
- The President will be responsible for checking the house phone voicemail on a daily basis, retrieving any house business-related calls, and addressing them appropriately in a timely manner.



# OXFORD HOUSE MEETING AGENDA

USE AT THE WEEKLY HOUSE MEETING

## 1. CALL MEETING TO ORDER AT SPECIFIED TIME

- Open meeting with Serenity Prayer

## 2. ROLL CALL BY SECRETARY

- Determine excused and unexcused absences.

## 3. READING OF AN OXFORD HOUSE TRADITION

- Read from the House Manual and read the entire page.
- Each Member can be asked to read a paragraph.

## 4. READING OF THE MINUTES BY SECRETARY

- Read minutes of last regular weekly meeting or emergency meeting.
- Ask if there are any additions or corrections to the Meeting Minutes.
- Ask for Motion to Accept as Read or Accept as Corrected.

## 5. TREASURER'S REPORT

- All receipts, unpaid bills, and House checkbook should be available at the Meeting for all Members to review and comment.
- Bills owed, or future expenses should be presented and Motion made to allocate necessary funds.
- Ask if there are any additions or corrections to Finance Report.
- Ask for Motion to Accept as Read or Accept as Corrected.

## 6. COMPTROLLER'S REPORT

- Equal Expense Share (EES) Ledger reported.
- Discuss any actions to take for members who are behind.
- Ask if there are any additions or corrections to Comptroller's Report.
- Ask for Motion to Accept as Read or Accept as Corrected.

## 7. COORDINATOR'S REPORT

- List each person's chore detail for previous week and state whether completed.
- List and Assign Next Weeks chore details.
- Ask if there are any additions or corrections to Coordinator's Report.
- Ask for Motion to Accept as Read or Accept as Corrected.

## 8. HOUSING SERVICES REPORT

- Discuss any upcoming interviews, presentations, events, and chapter needs.
- Ask if there are any additions or corrections to Housing Service's Report.
- Ask for Motion to Accept as Read or Accept as Corrected.

## 9. UNFINISHED BUSINESS

- Any business that was discussed previously but is not resolved.
- Review any ongoing contracts.
- Reports from Members assigned specific tasks at previous meeting(s).

## 10. NEW BUSINESS

- Ask if house vacancies have been updated by the contact at [oxfordvacancies.com](http://oxfordvacancies.com).
- Ask if house email has been checked.
- Discuss any matters that have not been discussed previously.
- Any Member may bring up new business.
- Any new actions by the house should be voted on or tabled.
- Assign specific tasks to individual Members for follow-up on business not acted upon.

## 11. ADJOURN MEETING AT SECIFIED TIME

- President may ask for a Motion to Adjourn or President may state, "If there is no further business, this meeting is adjourned at" and call out current time.

### FOLLOWING MEETING:

"HOW GOES IT?" Each member briefly shares about their last week



# INTERVIEW ETIQUETTE

The interview process within your house is a very important part of getting and keeping your house full and financially self-supporting.

Although each house is autonomous, there are suggested interview guidelines that each house can follow. Your outreach worker can supply your house with a copy of these guidelines if you do not have one.

Below are a few suggestions that can help to make the interview process a more comfortable one for the house and the applicant.

- Have the application and a pen ready, with a quiet place for the applicant to sit and fill it out.
- Introductions: Each individual will introduce themselves.
- Open with a brief explanation of the Oxford House concept.
- Show the "60 Minutes" DVD. (Have house members sit and watch with applicant. This is also a good time to pass around the application for members to review.)
- Have the House President read the application out loud, and address any missing information.
- Have applicant speak briefly about him/herself.
- Conduct your Q & A time.
- Give a brief explanation of share of expenses, move-in fees, house expectations, chores, fines, etc.
- Ask applicant if they have any questions for the house.

Once the interview is over, make sure you have a contact phone number where the applicant can be reached. Explain that *after they leave*, the house members will discuss the interview and vote. Let the applicant know that someone (usually the House President) will call to say if they have been accepted or not.

*In the event that the applicant was not accepted and they question why, simply explain to them that they did not get an 80% vote from the House members – then refer them to another house.*

# SUGGESTED OXFORD HOUSE INTERVIEW QUESTIONS

Open by having the house president read the application out loud and address any missing information. Briefly explain the Oxford House concept, and show the "60 Minutes" DVD. Have each resident introduce themselves, and then conduct your Q & A time.

## NOTE TO INTERVIEWERS:

**DO:** Listen, share briefly about yourself, put the person at ease, and ask questions if you want more information.

**DON'T:** Give advice about their recovery, discuss anything related to house business or another member's problems, ignore it if someone is unsure about their clean date, or discuss sexual preference, politics or religion.

1. Tell us a little about yourself.
2. How did you get to this point in your recovery?
3. How do you feel about your addiction? (Probe for denial – do they accept the disease concept – anger – willingness – desire?)
4. What is your plan for recovery?
5. Do you go to AA/NA meetings? What step are you currently working on, if any?
6. Do you have a sponsor? If not, will you get one within 30 days?
7. Have you identified your relapse triggers? If so, what are they?
8. Can you tell us any behaviors you might exhibit that would indicate you are headed towards a relapse? If we see these behaviors in you, would you comply with a house contract to address these behaviors?
9. What is your job history? Do you have a profession, trade or skill? Do you have a re-entry plan?
10. Do you have an anger problem? If so, what provokes the anger? (Ask them to name something that would make them angry. Probe for aggressive behavior, physical and domestic violence, isolation.) Have you ever attended anger management?
11. How do you feel about group living? Are you compatible with most people? Are you willing to work with others?
12. Are you involved in a relationship (significant other, children, etc.)?
13. Are you involved in any relationships that may be potentially disruptive to the house?
14. Are you on any medications? If so, what? If you are on narcotics, is your doctor aware of your addiction? (Explain the house policy on medication.)
15. Tell us about your legal problems
  - a. How many times have you been in jail
  - b. How long? For what?
  - c. Do you have any legal charges pending? Trials? Sentencing?
  - d. Are you currently on probation? If so, for what?
  - e. How did your addiction relate to your illegal activities?
  - f. At what age did it start? (Probe for criminal mentality – does crime precede addiction? Frequency of institutionalization?)

## SUGGESTED OXFORD HOUSE INTERVIEW QUESTIONS

16. Are you a registered sex offender?
17. Can you handle being confronted in a constructive manner?
18. Can you confront others in a constructive manner?
19. Do you have any prejudice issues (racial, sexual, etc)?
20. Would you have any problems performing chores (disabilities, grass cutting, etc)?
21. What do you feel you can offer Oxford House?
22. What can Oxford House offer you?
23. Why do you want to live in an Oxford House?
24. Scenario: You and your roommate become friends. One day your roommate tells you they have had a bad day (got fired from their job, lost their girlfriend/boyfriend, death in the family, etc). They need to unwind a little and they just took one hit or drink, but they are so sorry and promise to never do it again. They really want to continue to live in Oxford House, and know they will be evicted if anyone finds out, so they ask you to please keep this a secret. How would you handle this situation?
25. Explain the house guidelines. Go over probationary period, meeting attendance requirements, and house meetings dates and times. Make sure they understand that house meeting attendance is mandatory.
26. Explain Chapter and Housing Service Committee meetings, dates and times, and rotation. Make them aware of your houses attendance expectations.
27. Explain officer positions and the houses expectation to fulfill them. (It's a good idea to let them know there are "outside" duties as well.) Ask them if they have any disabilities that would prevent them from fulfilling a position (unable to read, do math, etc).
28. Explain the move-in cost (non-refundable move in fee/alumni gift and advance rent). Explain the weekly rent amount, date and time the rent is due, and expectation to be current on rent at all times.
29. If accepted, when could they pay rent and move in?
30. Explain the voting procedures of accepting a new member (80%) and that the house will call them as soon as possible (no longer than 24 hours) to let them know if they are accepted or not and the terms of their probation contract if they are accepted. Make sure you have a good number to reach them.
31. Thank them, ask if they have any questions, and show them around.



OXFORD HOUSE Weekly Meeting Presidents Sheet

Date \_\_\_\_\_

Treasurer's Report \_\_\_\_\_

Call Meeting to Order @ \_\_\_\_\_

Beginning Balance \_\_\_\_\_

Serenity Prayer \_\_\_\_\_

Deposit \_\_\_\_\_

Recovery Reading \_\_\_\_\_

Expenses \_\_\_\_\_

Roll Call \_\_\_\_\_

Ending Balance \_\_\_\_\_

Reading Rule # \_\_\_\_\_

Bills to Be Paid \_\_\_\_\_

Reading Tradition # \_\_\_\_\_

Secretary's Report \_\_\_\_\_

Treasurer's Report \_\_\_\_\_

Comptroller's Report \_\_\_\_\_

Coordinator's Report \_\_\_\_\_

Housing Service's Report \_\_\_\_\_

Old Business \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New Business \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# OXFORD HOUSE MEMBER CONTRACT

All approved contracts must be written in the Meeting Minutes.  
This form is supplemental and not required.

Oxford House - \_\_\_\_\_

Member Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Length of Contract: \_\_\_\_\_

Reason for Contract: (check one)  Disruptive Behavior  Financial  Other \_\_\_\_\_

This contract has been issued for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The following action(s) must be taken:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Contracts are used as a tool for growth. They represent the house's attempt to help a member improve behaviors and maintain good membership in the house. Failure to complete the contract may result in the member being expelled. A majority vote in a house meeting is required to issue contracts, end contracts, or expell members. The member in question should be present for all discussions and maintains a voice and a vote in all house decisions.

This contract was approved by a majority vote in a house meeting

The details of the contract are recorded in the meeting minutes

This Oxford House is committed to taking every action necessary to support the recovery and growth of all House Members: past, present, and future. However, the health and integrity of the house always comes first and principles are always placed ahead of personalities.





# Oxford House

## House Summary Report

(Due at each Chapter Meeting)

House Name: \_\_\_\_\_ Month: \_\_\_\_\_ President: \_\_\_\_\_

House Meetings Day/Time: \_\_\_\_\_ Capacity: \_\_\_\_\_ Vacancies: \_\_\_\_\_

Applications Received: \_ Admitted: \_

DEPARTURES – Voluntary: \_ Relapse: \_ Other: \_ | Total Departures: \_

CURRENT RESIDENTS – # of Residents attending three or more 12-step meetings per week: \_

# of Residents On Contract: (including newcomer contract) \_

Names of those who relapsed or left owing money and \$ amount owed:

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FINANCES – \$ in Checking: \_\_\_\_\_ \$ in Savings: \_

# Residents behind in EES: \_\_\_\_\_ Total \$ owed to House: \_

# Unpaid Bills: \_\_\_\_\_ List of Unpaid Bills: \_\_\_\_\_

LOAN STATUS – Loan Source: \_\_\_\_\_ Monthly Payment Amount: \_\_\_\_\_ Current: Y / N

Total Owed: \_

Amount of contribution to Oxford House World Services: \$ \_

Monthly Audit Attached: \_\_\_\_\_ Y / N

Bank Statement Attached: \_\_\_\_\_ Y / N

Vacancies Updated: \_\_\_\_\_ Y / N

House Email Checked Weekly: \_\_\_\_\_ Y / N

Answering Machine Checked Daily: \_\_\_\_\_ Y / N

# New Residents That Received \$\$ Assistance \_\_\_\_\_  
Source & Amount: \_\_\_\_\_

Presentations Attended: \_

Comments: (how is your house doing? Conflicts? Unity? Recovery?)

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