

HOUSING SERVICES COMMITTEE

Meeting Procedure

- 1. Call Meeting to order with serenity prayer**
 - a. Call out start time
- 2. Roll Call by Secretary**
 - a. Houses then officers (introductions of those not on roll call)
 - b. Ask for motion to fine absent houses
- 3. Reading of the HSC Mission Statement**
- 4. Read minutes of last meeting by Secretary**
 - a. Ask for corrections or additions
 - b. Ask for a MOTION to accept as read or accept as corrected
- 5. Chairperson's Report**
 - a. Report on activities since last meeting
 - b. Discuss opening new houses and training new members
 - c. Discuss vision/goals of HSC
- 6. Vice-Chair's Report**
 - a. Report on activities since last meeting
- 7. Treasurer's Report**
 - a. Beginning balance, money deposited, money spent, ending balance
 - b. Money to be deposited and money to be spent
 - c. Ask for any corrections or additions
 - d. Ask for MOTION to accept as read or accept as corrected
- 8. Presentation Coordinator Report**
 - a. Review scheduled presentations by assigned houses/officers
 - b. Discuss upcoming presentations and assign houses/officers
- 9. Events/Unity Coordinator Report**
 - a. Discuss previous, current and upcoming events
- 10. Fundraising Coordinator Report**
 - a. Discuss previous, current and upcoming fundraisers
- 11. Outreach Report**
- 12. Old/Unfinished Business**
 - a. Discuss any unresolved business or tabled motions
- 13. New Business**
 - a. Each house reads their Monthly HSR Report
 - b. Help facilitate sharing resources, donations and services needed
 - c. Discuss struggling houses that need assistance, assign committee to help
 - d. Discuss any other house concerns or conflicts

MOTION TO ADJOURN (call out time)