

OXFORD HOUSE STATE CHAIR



Each State Association shall have its own duly elected Chairperson. Only current members of an Oxford House within the State are eligible to be elected. The State Chair position is decided by vote once per year. There is a two-term limit in honor of the spirit of rotation.

CHAIRPERSON DUTIES

- ▶ The State Chair will preside over all State Association meetings.
 - Ensure the State Association meets no less than once every other month.
 - Prepare and distribute an agenda prior to every State Association meeting.
 - Use Parliamentary Procedure to conduct the meetings.
 - Uphold the democratic process.
 - Prepare a written report of all activities to be given verbally during the meeting.
 - Provide an accurate accounting and physical receipts of all approved expenses.
 - Make certain the State Association operates in accordance with the Bylaws.

- ▶ The State Chair shall work closely with others.
 - Regularly communicate with other State officers.
 - Assist the State Treasurer with completing a quarterly Audit of the State bank account.
 - Keep the State Vice-Chair up to date on all of the Chair's activities.
 - Assist the State Chapter Services (CSC) & Rural Services Chairs (RSC), if called upon, with visiting cities in the state to provide support, guidance, and training.
 - Participate in statewide functions and activities, promoting recovery and propagation of the Oxford House network.
 - Act as an ex-officio representative, as needed, with landlords, community officials, treatment professionals, and media unless otherwise designated.

- ▶ The State Chair will be an example to others.
 - Active participation in a recovery program
 - Basic understanding of the Oxford House Model, including the Manual and Traditions
 - Upstanding member of Oxford House
 - Ability to place principles before personalities
 - Leadership qualities focused on service rather than governance
 - Willingness to show support when needed.

READ THE OXFORD HOUSE MANUAL