



OXFORD HOUSE BINDER INDEX

Master copies should be placed in a plastic protective sleeve.
Usable Forms should be separated by group with tabs.

PRESIDENT

MASTER COPIES

- Duties
- Meeting Procedure
- Parliamentary Procedure
- House Summary Report
- Member Contract

USABLE COPIES

- 20 x House Summary Report
- 20 x Member Contract

SECRETARY

MASTER COPIES

- Duties
- Meeting Minutes
- Meeting Minutes Example

USABLE COPIES

- 30 x Meeting Minutes

TREASURER

MASTER COPIES

- Duties
- Financial Status Report
- Financial Status Report Example
- Audit Form
- Audit Form Example
- EES Calculator

USABLE COPIES

- 30 x Financial Status Report
- 20 x Audit Form

COMPTROLLER

MASTER COPIES

- Duties
- EES Ledger Individual
- EES Ledger Individual Example
- EES Ledger House
- EES Ledger House Example

USABLE FORMS

- 30 x EES Ledger Individual
- 30 x EES Ledger House

COORDINATOR

MASTER COPIES

- Duties
- Chore List
- Chore List Example
- House Property List

USABLE FORMS

- 20 x Chore List

HSC REP

MASTER COPIES

- Duties
- Presentation Outline
- House Visit Form
- House Tour Form

USABLE FORMS

- 20 x House Visit Form
- 20 x House Tour Form

GENERAL INFO

MASTER COPIES

- Application for Membership
- Interview Etiquette
- Interview Questions
- Working with New Member
- Boundaries
- Conflict Resolution
- Disruptive Behavior Guidelines
- Expulsion Guidelines
- House Check-up
- Signs of a Sick House
- Protecting Bank Account
- Correcting Financial Problems
- Filing Cabinet List
- Officer Binder Index
- Shopping List
- Updating Vacancies
- What is HSC?
- FAQ
- The Concept
- Fundraising Procedure
- House Flyer

USABLE FORMS

- 30 x Applications
- 20 x Shopping List

CHORES & SAFETY

MASTER COPIES

- Area Cleaning Instructions
- Emergency Plan
- Fire Safety
- Safety Inspection Form

USABLE FORMS

- 20 x Safety Inspection Form