

OXFORD HOUSE STATE SECRETARY



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

SECRETARY DUTIES

- ▶ The Secretary will accurately and thoroughly record the minutes of each State Association meeting. Following each meeting, the minutes will be emailed to Chapter Chairs and State Officers and posted on the State Association Facebook group.
- ▶ The Secretary will collect, from each Chapter, the Chapter Summary Report, Audit, and Bank Statement and keep them for no less than one year.
- ▶ The Secretary will oversee any printing needs for the State Association, including presentation brochures, activity flyers, and State officer paperwork.
- ▶ The Secretary will be assigned a laptop for taking minutes. The Secretary is responsible for the protection and upkeep of the laptop between meetings. The laptop is to only be used for State Association official business.
- ▶ The Secretary will distribute thank-you cards on behalf of the State Association for any donations received.
- ▶ The State Secretary 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