

OXFORD HOUSE PRESIDENT



Each House shall have its own duly elected President. The President must be a Member of the particular house and shall serve a term not to exceed six months. A Member 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 DUTIES

- ▶ The President will be responsible for presiding over the weekly House Meeting. The President will always follow the Meeting Agenda Form using 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. In addition, the President should stand ready to entertain any complaints from Members as to the general operation of the house, including personality conflicts or events which would effect the reputation of the house.
- ▶ The President will be responsible for calling and presiding over emergency house meetings, particularly in regard to a Member's concerns of possible alcohol or drug use by a fellow Member.
- ▶ 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 guidelines, filling out appropriate paperwork, and providing newcomer packets.
- ▶ The President may 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 on the status of the house. The President will be responsible for reporting back to their house all decisions and business conducted at each Chapter meeting.
- ▶ The President will assist the Treasurer and Comptroller in completing the monthly audit of the house bank account. The audit report results must be posted for the entire house to examine and a copy provided to the Chapter.
- ▶ The President will be responsible for checking the house voicemail on a daily basis, retrieving any house business-related calls, and addressing them in a timely manner.

READ THE OXFORD HOUSE MANUAL