

OXFORD HOUSE CHAPTER

SAMPLE MEETING AGENDA

1. CALL CHAPTER MEETING TO ORDER AT SPECIFIED TIME, FOLLOWED BY A MOMENT OF SILENCE AND THE SERENITY PRAYER. READING OF PRINCIPLES AND TRADITIONS.

2. ROLL CALL BY CHAPTER SECRETARY

- Determine excused and unexcused absences by Member Houses.

3. READ MINUTES OF LAST CHAPTER MEETING.

- Ask if there are any corrections or additions.
- Ask for **Motion** to Accept as Read or Accept as Corrected if there are any additions or corrections.

4. CHAPTER CHAIRPERSON OR VICE-CHAIRPERSON'S REPORT

- State of the Chapter, plans for new Houses, and prospects for growth.
- Charter Status of Houses in the Chapter. Steps taken to obtain Charters
- Ask for **Motion** to Accept the Chairperson Report.

5. TREASURER'S REPORT

- All receipts, unpaid bills, and Chapter check book(s) should be available at the Meeting for all Chapter Members to review and comment.
- Future expenses should be presented and Motion made to allocate necessary funds.
- Ask for corrections or additions to Monthly Financial Report
- **Ask** for **Motion** to Accept Treasurer's Report.

6. CHAIR OF THE HOUSING SERVICE COMMITTEE'S REPORT

- Financial situation of the member Houses of the Chapter.
- Other issues affecting Member Houses that need the Chapter's attention.
- Motion to take Action may also be in order at this time.
- Ask for **Motion** to Accept Housing Services Report.

7. Committee Reports

- Any committees such as Fundraising, Reentry, etc.

8. State Association/Outreach Report

- Loan report.
- Happenings around the State.

9. OLD BUSINESS

- Any Chapter business that was discussed previously. Last week's "New Business" is this Week's "Old Business".
- Reports from Members or Committee Chairs assigned specific tasks at previous meeting).

10. NEW BUSINESS

- Any matters that have not been discussed previously.
- Any Chapter Member may bring up new business.
- **Motions** must be made to take action.
- Assign specific Tasks to individual Members for follow-up on business not acted upon.

11. HOUSE SUMMARY REPORTS

12. ADJOURNMENT

- Chairperson may ask for a **Motion to Adjourn**
- Chairperson may state:... "If there is no further Business, this Meeting of Oxford Houses of (State) - Chapter (xxx) is Adjourned"...

LET'S EAT!!