

Oxford Houses of Washington

Sample Meeting Agenda for Chapter Meetings

Call to Order	Chairman
Roll Call	Secretary
Reading of Principles and Traditions	(Read by 2 people)
Reading of minutes	Secretary
Chairpersons Report	Chairman
Vice Chair Report	Vice-Chairman
Treasurers Report	Treasure
Housing Services Report	Housing Services Chair
Committee Reports	Respective Chairs
Old Business Anything that has previously been discussed	
New Business Any new business	
House Summary Reports	Each House