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# SECRETARY

Each House shall have its own duly elected Secretary. The Secretary must be a resident of the particular house and shall serve a term not to exceed six months. A resident may not serve as Secretary for two consecutive terms, but may be elected to Secretary again six months after the completion of one term.

## Secretary's Duties:

- The Secretary will accurately and thoroughly record the minutes of each weekly house meeting, interviews, and emergency house meetings and will maintain an organized Secretary's Manual.
- The Secretary will maintain a house resident record book, keeping organized files on all resident applications, contracts, and other forms.
- The Secretary will keep pending applications for new residents and oversee the interview scheduling process.
- The Secretary will maintain a supply of newcomer packets for incoming residents and will be responsible for keeping an appropriate supply of all house forms.
- The Secretary will complete a monthly house report for the President to present at the monthly Chapter meeting and will update the house activity report form. The Secretary will report house activity data to the Chapter Secretary each month no later than the second day of the month.
- The Secretary will sign in to the national website (<http://www.oxfordhouse.org/update>), in order to update house information and check for announcements/communications received via the website. The Secretary will do this at least once per week prior to the weekly house meeting.
- The Secretary will sign in to the house email account on a regular basis, (at least once per week prior to the weekly house meeting), communicate information to the house, and respond to correspondence as necessary.
- The Secretary will be responsible for any correspondence to and from the house, including thank-you notes.
- The Secretary will maintain a record of all house officers, start and end dates of term, and inform house at least one week in advance when an election is to be held at the weekly house meeting.