

## **Oxford House, Inc.**

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# **HSC SECRETARY**

The Secretary must be a resident of a particular house and shall serve a term of one year and may be re-elected to one additional term

### **Secretary Duties:**

1. Record accurate minutes of each HSC meeting.
2. Keep a log of all HSC meeting minutes
3. Mail or Email out copies of minutes to all area houses.
4. Mail out any public relations correspondence and letters of appreciation.
5. Keep an archive of all HSC Meeting Minutes.