

## **HSC EVENT COORDINATOR**

The Event Coordinator 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

### **Event Coordinator Duties:**

1. Form an events sub-committee within the HSC.
2. Recruit any residents and alumni to join the sub-committee.
3. Lead any sub-committee meetings held outside of the HSC meeting.
4. Plan, organize, and implement Oxford House events and activities.
5. Discover local events and activities provided by the recovering community.
6. Present a written report at the HSC meeting including the following:
  - a. Members of the sub-committee;
  - b. Recent activities of sub-committee, including summary of last meeting;
  - c. Future goals of the sub-committee, and;
  - d. Upcoming events within or outside Oxford House.