

HOUSING SERVICES COMMITTEE

Meeting Procedure

- 1. Call Meeting to order with serenity prayer**
 - a. Call out start time
- 2. Roll Call By Secretary**
 - a. Ask for motion to fine absent houses
- 3. Reading of Three Chapter Principles**
- 4. Read minutes of last meeting**
 - a. Ask for corrections or additions
 - b. Ask for a MOTION to accept as read or accept as corrected
- 5. Treasurer's report**
 - a. Beginning balance, money deposited, money spent, ending balance
 - b. Money to be deposited, money to be spent.
 - c. Ask for any corrections or additions to financial report
 - d. Ask for a MOTION to accept as read or accept as corrected
- 6. Chairperson's Report**
 - a. Report on activities since last meeting
- 7. Vice Chair's Report**
 - a. Report on activities since last meeting
- 8. Presentation Report**
 - a. Review scheduled presentations and assigned houses
 - b. Discuss upcoming presentations
 - c. Discuss new presentations and assign houses. (motion required)
- 9. Events Coordinator Report**
 - a. Discuss previous, current, upcoming events
- 10. Fundraising Coordinator Report**
 - a. Discuss previous, current, upcoming fundraisers
- 11. Chapter Housing Services Chair Report**
 - a. Discuss opening new houses and training new members
 - b. Discuss struggling houses that need assistance and assign committee to help
 - c. Discuss any other house concerns or conflicts.
- 12. Outreach Report**
- 13. Old Business**
 - a. Discuss any unresolved business or tabled motions
- 14. New Business**

ASK FOR A MOTION TO ADJOURN (call out time)