

# House Committee

2019-2020 Chairperson – Vacant

The House Committee is elected by the Post to manage matters related to the Post facilities which includes the operation, maintenance and repair of the Post rooms, grounds and Canteen. Duties and responsibilities are defined by the House Committee rules.

All House Committee decisions must be made with a quorum of five House Committee members.

**Structure:** The House Committee is elected by the Post members. It shall consist of no less than 5 members with terms of office staggered one year, two years and three years. The House Committee Chairperson is elected by the House Committee at the first administrative meeting of the year for a one year term. The Post Commander and Post Quartermaster are members of the House Committee by the virtue of their offices. Post Trustees cannot serve on the House Committee.

**Meetings:** The House Committee meets once a month on the Monday of the week preceding the first Thursday of the month. Alternately stated, the House Committee meets 10 days prior to the regularly scheduled monthly Post meeting. The House Committee Chairperson may call for ad hoc committee meetings should situations arise that call for immediate House Committee attention.

**Budget:** The House Committee may authorize such expenditures for minor emergency repairs as may be necessary for the preservation and protection of the Post's facilities and equipment, provided that the total amount so expended between any two regular House Committee meetings shall not exceed \$1000.00. The House Committee is authorized to arrange for major emergency repairs costing more than \$1000.00. Said funds are to be drawn from the House Fund as maintained by the Post Quartermaster. Any non-emergency post work

that exceeds the above stated amounts must be brought forward to the Post membership, at the next Post meeting, for approval before the work can go forward.

***Reporting:*** The House Committee Chairperson is responsible for reporting facility status and upkeep to the Post membership, at the monthly Post meeting. The Chairperson will report on repairs or changes made to the Post, repairs or changes needed to be made to Post, cost of said repairs or changes, work parties needed to help maintain the Post, and Canteen operation.