



## WVEMS House Policy

**Purpose:** To define the scope of WVEMS' responsibilities in helping maintain good living conditions for our members at WEMS Headquarters (HQ).

1. WVEMS has traditionally been responsible for supplying and maintaining various items and services at HQ for the comfort and convenience of all members. These items and services are at the discretion of the BOD of WVEMS and can be changed at any time.
2. A designated member will be in charge of issues related to the house, and will act as the point person for whatever is traditionally needed. That person can be contacted at [house@westportems.org](mailto:house@westportems.org)
3. The designated house person will be authorized by the President to spend a reasonable, reimbursable amount on needed supplies and foodstuff for the kitchen.
4. The designated house person must get authorization from the President for any expenses that might be viewed as unusual or out of the ordinary.
5. Every effort should be made to use our tax free status when making purchases for WVEMS.
6. If any member wishes to make house purchases on behalf of WVEMS, they must first get approval from the president.