

Oregon Intergroup (OIG) Committee Chairs

- ❖ These positions are appointed by the OIG Chairperson, rather than elected, and therefore have no defined term of service. Appointments are confirmed by Intergroup vote.
- ❖ Committee chairpersons are welcome to recruit OA members to serve as committee members and volunteers for activities.
- ❖ OIG Bylaws (version 1/14/03), Article VII Committees, Section 5 - Committee Responsibility:
Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by the Intergroup prior to implementation. Each standing committee chairman shall submit a report to the Intergroup monthly, and at the end of any specific event coordinated by that committee. If any monies are expended from an approved budget, a detailed and itemized report shall be included with the committee report.
- ❖ See Bylaws, Section VII for complete details about OIG Committees.

COMMITTEE JOB DESCRIPTIONS

The 12th Step Within Committee Chairperson

Coordinates marathons, speakers, and meetings to reach out to members in relapse or who are still suffering with this disease within our fellowship.

The Lifeline Committee Chairperson

Is responsible for getting the word out about WSO's monthly magazine, *Lifeline*. This valuable resource has been called "a meeting in a book" and is a fantastic outreach tool as well as being a shot in the arm for each of us. WSO has a kit available to the incoming chairperson which will help you to get going. (It also offers perks for collecting subscriptions!)

The Literature Committee Chairperson

Coordinates the purchase of literature from WSO and makes literature available for sale at OIG meetings, and at the Speaker's Meeting (and at retreats and marathons upon request). Reports to Intergroup at least quarterly about sales and orders. Once a year, presents Intergroup with a proposal for the list of core literature items. [See *Oregon Intergroup Policy* for details about OIG's literature policy].

The Mass Media Outreach Committee Chairperson

Solicits ideas for raising awareness of OA through use of the public media. Spearheads research and implementation of large scale public media projects, including preparation of financial proposals and reports. Works closely with the Public Information Committee since the work is interrelated but different. Facilitates fund-raising from the OA fellowship for large scale public media projects. Conducts work in conformance with OA and World Service guidelines.

The Network Committee Chairperson

Is responsible for checking the OIG phone message service frequently to retrieve meeting directory requests, and then sending out OIG meeting directories. S/he also manages the phone services, such as keeping the information current for meetings and volunteers who may answer calls.

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The Public Information/Professional Committee Chairperson

(For Public Information) Is responsible for helping groups with ideas for carrying the message in newspapers, radio spots, television and other media. This person helps locate newspapers which will run ads or feature stories for compulsive overeaters, and links up members of OIG doing PI work.

(For Professionals) Is responsible to get the word out to professionals in our community: What is OA? Why are we here? How can we help the person who still suffers? This job involves fielding phone calls as well as speaking on panels and doing other outreach work. Like to share your recovery? This job could be for you!

The Serenity Retreat Committee Chairperson

Is responsible for arranging a speaker and facilitating arrangements for the Serenity Retreats (these are currently held over a weekend twice yearly). Arrangements include making a contract with the retreat facility, developing a registration flyer, tracking registrations, handling finances, assigning rooms, coordinating logistics for the speaker, managing the retreat, and making a final financial report. There is a separate fund for the Serenity Retreats, including a prudent reserve.

The Speaker's Meeting Committee Chairperson

Is responsible for arranging speakers and facilitating arrangements for the monthly Speaker Meeting.

The Ways & Means Committee Chairperson

Has the joyous task of raising money for Oregon Intergroup. This creative position involves fund-raisers of all kinds – raffles, parties, special sales – there are limitless possibilities! AND, the good news is there is a fund to help you get started!

The Young People's Committee Chairperson

Is responsible for linking up young people within OIG. This chairperson serves as a support mechanism to young OA members by developing communications and networking throughout OIG. S/he also informs the membership of activities at the Region and World Service levels, including the newsletter and pen pal programs.