

Oregon Intergroup of Overeaters Anonymous

Job Descriptions

For Board and Delegates (and for Intergroup Representatives)

To be eligible for office on the Oregon Intergroup (OIG) Board, a person must:

- **Be a member of a group registered with OIG**
- **Be a member of OA for at least two years for Executive Board positions (Chair, Co-Chair, Treasurer, Secretary), or for one year for other positions (Member-at-Large, Group Coordinator, Newsletter Editor, Events Coordinator, Delegate)**
- **Be currently abstaining and working a 12-Step program to the best of their ability**
- **Have served OA in some capacity**
- **Be present at the election meeting unless absence is approved by the voting body**
- **Be familiar with Roberts Rules, Newly Revised (*Summary available at OIG meetings*)**
- **Have a sponsor**
- **Be a sponsor**

Chair – 2 year term

Elected in Even Numbered Years

- Chairs all regular and special meetings of Oregon Intergroup and the Intergroup Board
- Prepares an agenda for each Intergroup meeting, including old and new business
- May cast the deciding vote to make or break a tie
- Is familiar with and available to all meetings in OIG
- Attends at least one meeting regularly
- May attend all standing committee meetings
- Acts as liaison between individual groups and OA as a whole, being an impartial mediator when necessary
- Actively supports and encourages all local activities such as marathons and workshops
- Works in coordination with all Region One activities
- Keeps the post office box key, picks up mail at least monthly and distributes mail to the appropriate people
- Ensures that delegate and representative registrations are sent to WSO and Region One for assemblies
- Ensures that the accounts are audited annually
- Is responsible for keeping the key to the meeting building, opening the building before the scheduled meeting time and making sure any requirements of the building owner(s) for cleanup, closing and securing the building are followed
- Maintains and updates the Chair's notebook

Co-Chair – 2 year term

Elected in Odd Numbered Years

- Presides at OIG meetings in absence of the Chair
- In the event the Chair is unable to fulfill his/her duties, is available to assume these duties temporarily
- Is familiar with and available to all meetings in OIG
- Is encouraged to attend several meetings regularly
- Answers correspondence as directed by the Chair and assists in any way requested
- Maintains and reviews record of attendance of group representatives and endeavors to contact non-participating groups
- Maintains the Intergroup audio library, making the recordings available to groups and individuals in Oregon Intergroup with a \$10.00 deposit, such deposit to be refunded on the return of the recording
- Maintains and updates the Co-Chair's notebook

Secretary – 2 year term

Elected in Odd Numbered Years

- Records minutes of meetings of Oregon Intergroup and the Intergroup Board
- Types and distributes by email or USPS copies of the minutes to all intergroup representatives and OIG personnel. Makes available copies of these minutes at the following OIG meeting. As a cooperative gesture, a copy of the minutes may be sent to the regional trustee.
- Takes care of clerical requests or correspondence as directed by the Chair (who is the clearing channel for the mail)
- Maintains records of minutes, bylaws, policies, job descriptions, written reports, meetings lists, and current mailing list in notebook(s)
- Keeps information notebook(s) available at all OIG meetings and provides copies of specific records and documents as requested
- Keeps records of representatives and officers in attendance at Intergroup and gives a copy to the current Co-Chair
- Keeps a current list of Intergroup's Regional and WSBC delegates on hand with complete name, mailing address, telephone number, date of election, and term of service
- Shall keep the same information of Board Officers and Committee Chairs
- Occasionally checks listings of Intergroup personnel for accuracy (such as on the meeting directory and website) and submits any corrections to the appropriate people. Also verifies that documents maintained by the Secretary have the current version on the OIG website, or works with the webmaster to have the current version posted.
- Maintains and updates the Secretary's notebook

Treasurer – 2 year term

Elected in Even Numbered Years

- Maintains the checking and savings account(s) for dispersal of Intergroup funds
- Is a signatory, with one other board member, of the Intergroup bank account(s)
- Pays all bills and makes bank deposits as necessary, keeping a permanent record of all income and expenses including restricted funds
- Keep all receipts, deposit slips, and bank statements in an organized manner
- Checks post office box weekly
- Writes receipts for donations *if requested*
- Splits donations 60/30/10 upon request, i.e. 60% to OIG, 30% to WSO, and 10% to Region 1
- Maintains and makes available materials to assist groups in opening bank accounts
- Prepares and presents a financial report for each Intergroup meeting, providing copies for members
- Submits a monthly financial report to the newsletter (or publication for the OIG membership in an appropriate place)
- Researches and stays up to date on tax-exempt status requirements by the IRS
- Fills out all tax-exempt IRS forms annually, or as required by the IRS, to maintain tax-exempt status for Oregon Intergroup
- Fills out all state non-profit registration forms, and pays needed fees annually to maintain Oregon Intergroup's non-profit registration with the state of Oregon
- Chairs a Budget and Finance Committee and submits a proposed budget annually to Intergroup
- Maintains and updates the Treasurer's notebook

Newsletter Editor – 2 year term

Elected in Even Numbered Years

- Follows the suggested guidelines of WSO for publication of Intergroup Newsletters
- Is responsible for writing, drafting and assembling materials for ten to twelve issues of *The Scoop* yearly, making sure all bylaw and policy changes are published along with the Treasurer's report (if appropriate),

information on upcoming events and functions, and other pertinent business conducted at Oregon Intergroup meetings

- Solicits, collects and edits articles written by others
- Endeavors to include articles concerning service done by OIG
- Publishes and distributes the newsletter primarily online at the OIG website, while giving people the option of receiving free copies by postal mail. Submits newsletter for online publication in a timely manner.
- Maintains and updates the Newsletter Editor's notebook
- Is responsible for printing and mailing the newsletter, and for coordinating:
 - Subscriptions Committee:
 - Receives subscription orders and cancellations, and maintains a list of those receiving complimentary copies as well as printing mailing labels as needed.
 - Mailing Committee:
 - Attends training at the post office (if bulk mailing is being used).
 - Receives inserts for, prepares and executes monthly mailings in a timely fashion.

Member-at-Large – 2 year term

Elected in Odd Numbered Years

- Is prepared to work in cooperation with or for any Board member, and is willing to assume any Board position if necessary temporarily
- Is available to speak at groups concerning the role of Intergroup in OA
- Assists the Co-Chair in contacting groups not represented at Intergroup
- Maintains, and keeps current on a quarterly or bi-yearly basis, a speakers list, giving a copy to the Secretary for records and having copies available at Intergroup
- Prepares and keeps current a New Group Representative Packet for distribution to new representatives at Intergroup meetings, updating it once a year with new officers and other data
- Maintains and updates the Member-at-Large notebook

Group Coordinator – 2 year term

Elected in Even Numbered Years

- Makes and maintains on file registrations of all groups in Oregon Intergroup
- Shares group registration information with World Service and Region One
- Provides registration materials to groups
- Registers new groups
- Maintains the meeting directory
- Records and makes available to Intergroup all meeting changes
- Provides a written report for the newsletter editor and events coordinator
- Maintains and updates the Group Coordinator's notebook

Events Coordinator – 2 year term

Elected in Odd Numbered Years

- Coordinates Intergroup activities
- Help resolve scheduling conflicts for Intergroup activities
- Formulates a yearly calendar and keeps it updated
- Keep the Oregon Intergroup web site, www.oregon-oa.org, up to date and accurate
- Works with OIG and any meetings sponsoring an event (e.g. retreats, marathons, workshops and conventions)
- Serves as Ex-Officio on all Event Committees
- Serves in an advisor capacity with event Chairs and the committee
- Helps develop a notebook with pertinent information covering but not limited to: hotel liaison, flyers, promotion, site location, contract negotiations, facilities and budget planning
- Maintains and updates the Events Coordinator's notebook

Delegate or Alternate Delegate – 2 year term

Half Elected each Year

- Attends at least one OA meeting regularly, a minimum of two per month
- Attends all Intergroup and delegate meetings
- Meets with other delegates prior to Region One Assembly and World Service Business Conference (leave of absence shall be determined by OIG Board, excused absences include illness, family emergency, vacation, contact of another delegate, alternate or intergroup officer prior to meeting time)
- Attend Region One Assembly and WSBC with financial help and Region One Board meetings if possible
- If unable to attend any of these meetings because of illness, family emergency or vacation, the delegate is required to contact the Intergroup chair, Delegate chair, or Intergroup officer prior to the meeting
- Meets abstinence requirements for delegates as defined in the bylaws of Overeaters Anon., Inc.
- When attending Assembly and/or Conference, bring back information to the Intergroup and assigned meeting groups; share the delegate binder with these meetings
- Act as a channel of information, bringing Intergroup and groups information of interest from WSBC, Region One Assembly, and the World Service Notebook.
- Is a speaker and contacts assigned meetings twice a year, offering to speak as a delegate and providing information about Intergroup, Region One, and World Service
- Actively participates in Intergroup activities
- Promotes publications of the Intergroup, Region and World Service
- Promotes subscriptions to the newsletters on all three levels
- Lives the 12 Step program to the best of her/his ability, has a sponsor and is a sponsor, is familiar with OA literature and watchful of the Traditions
- Shall be subject to delegate guidelines and bylaws

Delegate Chair (additional duties)

- The #1 delegate shall act as chair unless otherwise decided by a vote of the delegates and alternates
- Presides at all delegate meetings
- Holds meetings when necessary to discuss fund raising projects and other delegate business
- Makes sure the group meetings of Oregon Intergroup are evenly divided among the delegates and alternates; supplies a list of the assigned meetings to each delegate and alternate
- Keeps a record of the delegate and alternate numbers and the date each term expires
- Makes the delegate report at Intergroup meeting, including a report of the Delegate Fund status
- Maintains the delegate fund checkbook
- If attending Conference/Assembly, holds a caucus to make sure as many workshops and committee meetings are covered as possible with the number of delegates attending; if not attending, appoints an attending delegate to do this service
- Presents a written report of the Conference/Assembly to Oregon Intergroup and for *The Scoop*; if not attending, appoints an attending delegate to do this
- Maintains and updates the Delegate notebook

Intergroup Representative (IR) – no defined term

Elected at the group level

In Oregon Intergroup, each individual group is invited to send two voting representatives to the monthly Intergroup meeting, currently held the second Tuesday of each month. These voting representatives represent their group in matters concerning OA as a whole (as suggested by the OA traditions), and report back to their group. The intergroup representative is also responsible for providing their group with copies of current meeting lists, sponsor and speaker lists (if available), information on upcoming events and other pertinent information in a timely manner. If the individual group does not have a literature chair, the intergroup representative may be asked to purchase literature out of group funds at the Intergroup meetings. Because, by tradition, OA is self-supporting through its own contributions, the World Service Office has outlined a means of distribution of group funds (see the 60-30-10 pamphlet). The intergroup representative is responsible for making this plan available to their group and also for encouraging their group to support the plan. Since this may be the only direct contact from each individual group to Oregon Intergroup, the intergroup representative's position is a very important one. (*Note a delegate from Intergroup is the direct contact from Intergroup to each group*). If an intergroup representative is unable to attend an Intergroup meeting, it is advisable that she/he appoint another member of the group to attend and vote/serve in her/his place.