

St. Louis Bi-State Area Intergroup Duties of Chairs of Standing Committees Intergroup Officer

Background: Acceptance of the following position is with the understanding that the officeholder will be diligent in attending the monthly Intergroup meetings held on the second Sunday of each month unless otherwise designated. All Intergroup officers must follow Bi-State Intergroup Bylaws.

One of the greatest rewards of OA membership comes with passing on the hope of recovery to another compulsive overeater. Understanding, love, and hope for a new life are the gifts we have received in O.A. As part of our program, we freely give of ourselves, and by so doing, we discover a fundamental twelve-step program principle-that our personal recovery depends on our willingness to share it with others (From the OA ΔPamphlet Person to Person@.)

General Guidelines: All Intergroup officers are responsible for securing a replacement in the event they cannot attend the Intergroup meetings. A written report from the committee chairs must be provided to the secretary for use in preparing minutes. Standing committees are those constituted by Intergroup to perform a continuing function and remain in existence permanently.

Term of Office: In September of each year, the voting body of Intergroup shall elect by majority vote the Chairperson. The term of office shall be for one (1) year. Unless otherwise stated in the bylaws, the term of office shall not be for more than two consecutive terms in any one office, except for reasons the sufficiency of which shall be decided by the voting body of Intergroup.

QUALIFICATIONS:

- ❖ At least 6 months in ΔOvereaters Anonymous.Δ
- ❖ Abstinence is strongly encouraged for this position.
- ❖ Regularly attended group and Intergroup meetings for the preceding 3 months
- ❖ Willingness to fulfill the duties of an Intergroup officer.
- ❖ These qualifications shall be met except for reasons the sufficiency of which shall be decided by the voting body of Intergroup.

CHAIRPERSON

- ❖ Presides at the monthly Intergroup meeting and at any special Intergroup meetings.
- ❖ Prepares the monthly Intergroup agenda, including any pertinent issues, in accordance with the annual Suggested Guidelines for Intergroup agendas (available from the office)
- ❖ Sends a mailing (including the upcoming Intergroup meeting agenda, minutes from the prior Intergroup meeting, nomination forms for the upcoming Intergroup meeting, minutes of most recent BOT or DRAC meeting, and agenda for the current month=s BOT or DRAC meeting, and agenda for the current month=s BOT or DRAC meeting) and Intergroup Representatives. The mailing should be received in the week prior to the upcoming Intergroup meeting.
- ❖ Acts as contact for information and suggestions concerning Intergroup.
- ❖ Works with the Vice Chairperson to ensure that Intergroup work is accomplished
- ❖ Recruits committee chairpersons and works with committee chairs to ensure that their work is accomplished..
- ❖ Contacts Committee Chairs not attending 3 consecutive meetings without contact.

VICE CHAIRPERSON

- ❖ Assists chair in determining number of eligible votes.
- ❖ Remains involved in activities of committees.
- ❖ Assists the Chair in preparing agenda (s) when appropriate,
- ❖ Presides at Intergroup meetings when the Chair is unavailable.
- ❖ Suggested as preparatory to service as Chair.

SECRETARY

- ❖ Prepares minutes of all Intergroup meetings and forwards them to the office two weeks in advance of the next meeting for printing.
- ❖ Serves as a resource for the Board Secretary in preparing minutes of the annual local conference.

TREASURER

- ❖ Receives and records newsletter payments and donations *and 7th tradition* at monthly meetings.
- ❖ Prepares treasurers *report and ledger* after each Intergroup meeting and give it to the Office Manager for review and deposit.
- ❖ Reports collections from prior meeting at monthly Intergroup meeting.

INTERGROUP COMMITTEE CHAIRPERSONS

Term of Office: In May of each year, the voting body of Intergroup shall elect by majority vote committee chairpersons. The term of office shall be for one (1) year. Unless otherwise stated in the bylaws, the term of office shall not be for more than two consecutive terms in any one office, except for reasons the sufficiency of which shall be decided by the voting body of Intergroup.

ANSWERING SERVICE

- ❖ Must have touch tone phone.
- ❖ Coordinates work of 3 volunteers (2 from Missouri, 1 from Illinois) for each 2 month period who ensure that code-a-phone messages are returned.
- ❖ Ensures that volunteers have been in Program long enough to explain the basis to a new comer. Informs the office of the full names, addresses and phone numbers of new volunteers so they can send current *Where and When* the week before the bi-monthly change.
- ❖ Maintains records and reports on the number of calls received each month.
- ❖ Calls in daily for code-a-phone messages. (Coordinate with office manager.)
- ❖ Maintains a current *Where and When* and close contact with the office to receive information regarding new of disbanded meetings, schedule changes, etc. and passes information on to volunteers.
- ❖ Develops proposed annual budget for committee.

CASSETTES

- ❖ Bring Intergroup tape collection to IG meetings for check-in/out by Intergroup Representatives on behalf of themselves.
- ❖ Maintains records of loaned tapes and follows up with last person borrowing tapes if not returned in a reasonable time period.
- ❖ Publicizes availability of tapes.
- ❖ Repairs or arranges for repair of tapes when necessary.
- ❖ Orders new WSO tapes when funds are available.
- ❖ Coordinates mailing of tapes to outlying areas or upon request.
- ❖ Coordinates attendance of a back-up person to bring tapes in case of absence.
- ❖ Develops procedures for tape check-out.
- ❖ Develop proposed annual budget for committee.

LIFELINE

- ❖ Coordinate bulk orders of Lifeline magazine on a monthly basis in order to secure extra copies for orders of 5 or more.
- ❖ Distributes extra copies to Newcomers Meeting Chair for lending library use.
- ❖ Promotes awareness of Lifeline availability and usefulness.
- ❖ Solicits local persons to submit articles to Lifeline.
- ❖ Organizes special promotions for February (Lifeline month.)
- ❖ Maintains library of donated and extra Lifeline issues for borrowing in a fashion similar to cassettes.
- ❖ Serves as resource for promotion of Lifeline subscriptions at Super Saturdays.
- ❖ Develop proposed annual budget for committee.

Newcomer Meetings

- ❖ Identifies need for additional Newcomer meetings, and needs of present meetings forms committee to arrange for location of new meetings.
- ❖ Is the liaison to Intergroup reporting the needs and success of the meeting/s.
- ❖ Recruits speakers/leaders on a rotation basis using meeting format to provide speakers with topic for the week.
- ❖ Make certain each group has a I.R., treasurer and literature person to handle Newsletters, 7th tradition and literature orders.
- ❖ Develops proposed annual budget for committee.

NEWSLETTER

- ❖ Solicits articles for inclusion in monthly publications.
- ❖ Coordinates typing, layout, printing and distribution of issues.
- ❖ Maintains file of all newsletters prepared during tenure for use by succeeding editor(s).
- ❖ Maintains file of unused articles/graphics for use by future editor(s).
- ❖ Complies with newsletter guidelines provided by WS.
- ❖ Maintains file of newsletters from other sources (e.g. Intergroups and Regions) for use by succeeding editor(s).
- ❖ Develop proposed annual budget for committee.

OUTREACH

- ❖ Acts as spokesperson for issues affecting outlying groups and publicizes Intergroup services to outlying areas.
- ❖ Coordinates with local contact in outlying areas to identify meeting location.
- ❖ Coordinate with local contacts in outlying areas to make arrangements for special event meetings.
- ❖ Coordinates speakers and attendees from St. Louis area,
- ❖ Coordinates publicity to generate additional interest and attendance for special event meeting.

- ❖ Develop proposed annual budget for committee.

OUTREACH DIRECTORY

- ❖ Develops lists of all members willing to take phone calls, speak at meetings and those willing to be sponsors.
- ❖ Revises list semi-annually and provides copies for Intergroup Representatives and the office.
- ❖ Develop proposed annual budget for committee.

PUBLIC INFORMATION

Term of Office: The term of office shall be for two (2) years.

- ❖ Coordinates responses to requests for information from the Professional community.
- ❖ Distributes information including Where & When=s to local professionals (eg. doctors, hospitals, health organizations, etc.) regarding the OA program of recovery and compatibility with the medical approach.
- ❖ Volunteers for and responds to requests by local media for OA representatives bearing in mind the requirements of anonymity at the level of media.
- ❖ Maintains media list for us in publicizing local events.
- ❖ Prepare and maintains sample press release based upon WSO guidelines.
- ❖ Encourages use of OA films at OA event so or public/professional outreach activities.
- ❖ Coordinates OA presence at health fairs, including provision of literature and volunteers to speak from experience with recovery in OA.
- ❖ Notify OA office in advance of any media publicity so requests to OA office and Answering Service can anticipate additional calls.
- ❖ Develop proposed annual budget for committee.

RETREAT CHAIR:

- ❖ Reviews and analyzes evaluation forms from prior events.
- ❖ Recruits committee chairs to support annual event.
- ❖ Coordinates annual Fall Retreat.
- ❖ Solicits and Chooses Retreat Site.
- ❖ Prepares agenda with Retreat committee.

Retreat Co-Chair

- ❖ Remains involved in activities of committees.
- ❖ Assists the chair.
- ❖ Suggested as preparatory to service as Chair.

RETREAT TREASURER:

- ❖ Maintains separate Bank Account for activity, responsible for collections and expenditures .
- ❖ Wraps-up financial report within 30 days of event of if possible the next IR meeting.
- ❖ Develop proposed annual budget for committee

ST. LOUIS BI-STATE AREA CONVENTION

- ❖ Reviews and analyzes evaluation forms from prior events.
- ❖ Maintains accurate job descriptions for all positions.
- ❖ Recruit committee chairs (not necessarily IG Chairs) to support annual event.
- ❖ Maintains communication with planning committee chairs and supports them in finding and organizing volunteers for their committees along with any back-up groups that are needed.
- ❖ Chairs all planning committee meetings.
- ❖ Works in partnership with Public Relation committee and convention committee to publicize convention widely in advance.
- ❖ Sends office a list of Committee Chairs and meeting mailings.

St. Louis Bi-State Area Convention Co-Chair

- ❖ Remains involved in activities of committees.
- ❖ Assists the chair.
- ❖ Suggested as preparatory to service as Chair.

ST. LOUIS BI-STATE AREA CONVENTION TREASURER

- ❖ Ensures that all fiscal procedures established by BOT are followed.
- ❖ Maintains separate Bank account for activity, responsible for collections and expenditures.
- ❖ Hands in financial report to office within 30 days of event or if possible the next IR meeting
- ❖ Develop proposed annual budget for committee.

TWELFTH STEP WITHIN

The Twelfth-Step-Within Committee was created at OA=s 1985 World Service Business Conference to address the relapse and recovery of our members. The committee=s statement of purpose is to strengthen Overeaters Anonymous by sharing information and ideas that generate recovery within the Fellowship (Twelfth-Step-Within Handbook.)

- ❖ Identifies need for additional Recovery from Relapse meetings, forms committee to arrange for location of new meetings as need arises.
- ❖ Is the liaison for twelfth step within meetings reporting needs and successes to IG..
- ❖ Helps Twelfth Step Within meeting/s to recruit speakers/leaders.
- ❖ Coordinate an active Speakers Bureau.
- ❖ Coordinate at least one special event dealing with relapse and sponsorship.
- ❖ Develops proposed annual budget for committee.

WAYS AND MEANS

- ❖ Coordinates fund-raising projects within guidelines established by local BOT on behalf of Intergroup.
- ❖ Coordinates clothing exchange donations and sales.
- ❖ Coordinates fund-raising opportunities with groups sponsoring Super Saturdays.
- ❖ Develops proposed annual budget for committee.

YOUNG PEOPLE

- ❖ Identifies and arranges location for Young People meeting.
- ❖ Recruits speakers/leaders on a rotation basis.
- ❖ Is the liaison to Intergroup reporting the needs and success of the meetings.
- ❖ Determines which groups are particularly suited to needs of youth for use and notation on Where and When referrals.
- ❖ Keeps groups informed of World Service Organization and Region materials applicable to Young People.
- ❖ Develop proposed annual budget for committee.

DELEGATE & REGION ADVISORY COMMITTEE (DRAC)

Elects chairperson for (DRAC)

- ❖ Presents IG experiences and needs for sharing and joint problem solving.
- ❖ This Committee is composed of World Service Delegate/s Region Representatives who are elected by IG and other interested committee members.
- ❖ The purpose of the committee is to be informed about World Service and Region IV and to share this information with Intergroup. Members participate in committee-sponsored
- ❖ World Service and Region activities.
- ❖ This committee also provides Intergroup with figures and recommendations concerning
- ❖ Delegate and Region travel.
- ❖ Provides reports to Intergroup from each Region Assembly and WS Conference.
 - ❖ Develop proposed annual budget for committee.

REGION REPRESENTATIVES

Term of Office: At the Annual Bi-State Conference in June the voting body shall elect the Region Representatives. The term for a Region Representative shall be two (2) years. A region representative may not serve more than three (3) consecutive two (2) year term.

QUALIFICATIONS: ARTICLE IX SECTION 3

- ❖ At least one year in Overeaters Anonymous.* Six months current abstinence
- ❖ Regularly attended group and Intergroup meetings for the preceding year.
- ❖ Willingness to fulfill the duties of a Regions Representative.
- ❖ These qualifications shall be met except for reasons the sufficiency of which shall be decided by the voting body of Intergroup.

REGION REPRESENTATIVES

- ❖ Fulfill the qualifications and eligibility requirements as stated in Article IX section 3 of the Bylaws of Overeaters Anonymous St. Louis Bi State Intergroup.
- ❖ Attend Intergroup, Delegate and Region Advisory Committee (DRAC) meetings regularly throughout their entire term.
- ❖ Actively represent the needs and desires of Intergroup and the Region Assemblies.
- ❖ Inform the Intergroup and member groups of the actions of the Region and items of interest regarding other groups and Intergroups throughout the Region.
- ❖ Actively use the knowledge and skills gained by service as a Region.
- ❖ Representative to benefit the Intergroup and individual compulsive overeaters who still suffer in our area.
- ❖ Upon returning from each Region Assembly each Region Representative makes a full report to Intergroup and a shorter version for the Newsletter.
- ❖ Develop proposed annual budget for number of representatives attending. All expenses must be within approved budget and any additional expenses must be approved before incurring.

WORLD SERVICE DELEGATE

Term of Office: In November of each year, the voting body of Intergroup shall elect by majority vote World Service Delegate/s . The term of a World Service Delegate shall be for one (1) year however due to the nature of the position a commitment of at least two years is asked. . Unless otherwise stated in the bylaws, the term of office shall not last more than (4) four years reasons the sufficiency of which shall be decided by the voting body of Intergroup.

Qualifications and Eligibility (Article 10 Section 2 of the By-laws)

- ❖ A World Service Delegate/Alternate shall have at least one (1) year of current abstinence at the time of application submission
- ❖ A World Service Delegates/ Alternate shall have at least two (2) years of service above the group level and shall have been active at group and Intergroup service levels for the preceding year.
- ❖ Be willing to fulfill the duties of a world Service Delegate.
- ❖ These qualifications shall be met except for reasons the sufficiency of which shall be considered by the voting body of Intergroup who may apply to the OA World Service Board of trustees to waive the qualifications.

WORLD SERVICE DELEGATE

- ❖ Attend Intergroup meetings regularly throughout their entire term.
- ❖ Represent the needs and desires of the Intergroup to World Service Office and World service Business Conference.
- ❖ Inform Intergroup and member groups of the actions of World Service Office and the items of interest regarding other groups and Intergroups throughout the world.
- ❖ Actively use the knowledge and skills gained by service as a World Service Delegate to benefit the Intergroup and the individual compulsive Overeaters in our area.
- ❖ If a World Service Delegate shall fail to attend and report at three (3) consecutive Intergroup meetings, her/his office may be declared vacant by a majority of the voting body of Intergroup present at the time of the vote.
- ❖ If a World Service Delegate shall fail to attend and report at three (3) consecutive Delegate and Region advisory Committee meetings, he/her office may be declared vacant by a majority of the voting body of Intergroup present at the time of the vote.
- ❖ Upon returning from each World Service Business conference make a full report to Intergroup and a shorter version for inclusion in the Newsletter.
Develop proposed Annual budget for number of delegate/s attending. Be aware that expenses must be within approved budget and any additional expenses must be approved.

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