Intergroup Officer and Standing Committee Duties as stated in the current VIIG By Laws

Responsibilities of the Intergroup Board and Standing Committees

A. Chair:

1) Shall preside at all regular and special meetings of this Intergroup
2) Shall be responsible for establishing the agenda for all Intergroup meetings
3) May cast the deciding vote to make or break a tie
4) May attend all standing committee meetings.

B. Vice-Chair:

1) Shall serve in the absence of the chair.
2) Shall assist the chair whenever needed.
3) May attend all standing committee meetings

C. **Secretary:**

1) Shall see that minutes are kept of all Intergroup meetings and that a copy of said minutes is distributed to each Intergroup Representative (IR) and Intergroup Board members. As a cooperative gesture, a copy of minutes may be sent to the regional trustee.
2) **Shall direct correspondence to the appropriate officer or committee chair and maintain a filed of outgoing correspondence**.
3) Shall maintain a file of all minutes of past meetings.
4) Shall distribute notices of all meetings of the Intergroup as described in Article V.
5) May attend all standing committee meetings.

D. Treasurer:

1) Shall maintain a checking and savings account, if necessary, for dispersal of Intergroup funds.
2) Shall submit financial reports each month at the Intergroup meetings.
3) Shall serve as chair of the Budget Committee
4) Shall be one of those Board members with signing authority for any checking account.
5) May attend all standing committee meetings
6) Makes books available for audit when requested.

Standing Committees:

E. World Service Office Representative(s):

1) Shall attend the World Service Conference of Overeaters Anonymous.
2) In all areas, The World Service Conference delegate(s) shall met qualifications and requirements as outline and defined in the Overeaters Anonymous, Inc., bylaws, Subpart B.
3) Shall have one (1) year current abstinence.
4) Shall serve Overeaters Anonymous and the World Service Conference until the following Conference.
5) Shall serve no more than four (4) consecutive years, expect for reasons to be decided by the group conscience of the Intergroup with respect to the delegate.
6) Shall be willing to report, either orally or in writing as designated by the Intergroup, the actions of the Conference to all groups the Intergroup represents; to keep the Intergroup and represented groups aware of WSO information; to communicate important information to the area.
7) May attend all standing committee meetings

F. Regional Representative(s) (RRs / Delegates)(2018-2019)

1) Shall attend all region assembly meetings,
Intergroup will pay the registration for the elected representative after the convention. Each representative or delegate will each submit a written report of assembly expenses with receipts after Convention. Intergroup will reimburse the representative/delegate for assembly expenses (convention registration, travel costs, hotel -based on double occupancy; and meals) for the assembly portion of representative/delegate's expenses as intergroup funds allow.
2) Arrange for individual medical insurance if required out of country.
3) In all areas, the RR(s) shall meet all qualifications and requirements as outlined in the Region 1

Bylaws, Article 5, Section 3.

4) Shall have one (1) year(s) current abstinence.

5) Shall serve Overeaters Anonymous and Region 1 for the full term as designated by the region bylaws.

6) Shall serve no more than four (4) consecutive years, except for reasons to be decided by the group conscience of the Intergroup with respect to the RR.

7) Shall be willing to report, either orally or in writing, as designated by the Intergroup, the actions of the region assembly to all groups they represent; to keep the Intergroup and represented groups aware of region information; to communicate important information to the area.

8) May attend all standing committee meetings.

(NOTE: OA experience seems to indicate that greater continuity for service is achieved when the WS Conference delegate and the Regional Representative are the same person(s).)

G. Group coordinator

1) May inform WSO and the Region One Intergroup coordinator of current meeting times and locations and contacts.

2) Regularly inform groups of current meeting times, locations and contacts by publishing a list of current meeting times, locations and contacts.

3) May attend all standing committee meetings.

H. Newsletter Editor

1) Publish a newsletter for the Intergroup area members on a regular basis to include information such as: events of interest to members, topics of interest; news to members from WSO, Region and Intergroup

2) May attend all standing committee meetings.

J. Literature Chair

1) Orders literature from the World Service Office for resale to members and groups of the Intergroup.

2) Assigns prices to literature based on face value cost, exchange rates, shipping and other costs.

3) Upon the Collection of payment distributes literature to members and groups of the Intergroup, as requested in a timely manner.

4) Literature person retains a monthly financial record and will share with Intergroup as requested.

5) If a group disbands the literature will be given to the VIIG Literature chair to be dispersed as needed.

6) When directed by the IG Board, distribute a startup packet of literature to new groups within the Intergroup after the group is registered with WSO.
a). The literature is to contain the following materials from the OA Catalog.
- ✓ # 990P-Overeaters Anonymous 12 Steps and 12 Traditions (pocket edition
- ✓ # 730 New Group Starter Kit

b). The packet expense is presented to the treasurer at the next IG meeting.

7) May attend all standing committee meetings.

K. Lifeline Representative

1) Liaison between Lifeline magazine and intergroup

2) Forwards literature acquired by Lifeline subscriptions from OA VIIG members to intergroup. Intergroup uses this bonus material for retreats, marathons or new groups as appropriate.

3) May attend all standing committee meetings.

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L. Telephone Committee Chair

1) Ensures that a telephone answering system is in place and recorded information is current.

2) May call in response to left messages to answer questions, give meeting and contact information and other information about the Overeaters Anonymous program to persons making enquiries through the telephone answering system. May recruit other OA members to assist in doing this.

3) Ask the caller if:

   i. They want a local person to call them if the caller agrees, contact the local OA group contact with the caller's name and phone number.

   ii. Ask how they found the OA phone number

4) May attend all standing committee meetings.

M. Retreat/Event Coordinator (new position) to be approved

1) Serve as liaison for groups hosting retreats/marathon within the Intergroup. Recommendation: Have attended a retreat and marathon. (requirements may be waived and/or modified by a board vote) This includes, but is not limited to:
   a) To encourage and facilitate the organization of retreats, marathons and literature studies.
   b) To provide guidance on WSO and VIIG retreat and marathon policies and procedures.
   c) To assist in the circulation of retreat and marathon information as required and approved by VIIG.
   d) To provide monthly reports to VIIG on Intergroup retreats and marathons
   e) All retreats and marathons are to follow the guidelines set forth by WSO in the Guidelines for OA Events publication approved September 1990.

N. Webmaster (New position) to be approved

a) Manages the website OAVIIG.ORG
b) Adds content based on events within Vancouver Island groups and close geographical areas
c) Updates content as needed including links to other OA sites
d) Responds to the emails sent to the site and redistributes as needed