

Excerpt from the VIIG By-Laws – SERVICE POSITION - JOB DESCRIPTIONS

Section 6 – Individual Responsibilities of Intergroup Board Members

All Board Members:

- Shall attend all Intergroup Meetings except with reasonable cause (see Article IV, Section 7) and may attend any Standing Committee meetings.

Board Officers

A. Chair:

- a. Preside at all regular and special meetings of VIIG
- b. Establishes the agenda for all Intergroup meetings
- c. Serves as one of three signing authorities (This duty may be assigned to another board member living in proximity to the treasurer)
- d. Casts the deciding vote in the case of a tie vote
- e. Maintains general oversight of all Intergroup committees
- f. Provides a report at all VIIG regular meetings.

B. Vice-Chair:

- a. Serves in the absence of the chair
- b. Assists the Chair and Standing Committees as needed
- c. Serves as one of three signing authorities (This duty may be assigned to another board member living in proximity to the treasurer)
- d. Provides a report at all VIIG regular meetings.

C. Secretary:

- a. Takes minutes at all Intergroup meetings
- b. Distributes minutes, after being approved by the Chair, to all Board members, Intergroup Representatives and Guests within one week of the meeting and again with the notice of the upcoming meeting, at least 7 days before that meeting. As a cooperative gesture, a copy of the minutes may be sent to the regional trustee.
- c. Maintains a file of all minutes for the past seven years.
- d. Maintains a list of all members, including contact information
- e. Distributes notices to VIIG members
- f. Collects VIIG postal mail, distributes and gives a correspondence report. (This duty may be assigned to someone else living in the Victoria area)

D. Treasurer:

- a. Maintains all Intergroup bank accounts
- b. Submits monthly financial reports
- c. Serves as one of three signing authorities
- d. Processes donations and approved reimbursements
- e. Serves as the chair of any VIIG budget committee
- f. Makes books available for audit when requested.

Board Standing Committees

E. World Service Office Representative:

- a. Attends the World Service Conference of Overeaters Anonymous, referring to the VIIG Travel Handbook for obtaining reimbursement of related expenses.
- b. In all areas, The World Service Conference delegate(s) shall meet qualifications and requirements as outlined and defined in the Overeaters Anonymous, Inc., bylaws, Subpart B.
- c. Reports to VIIG the actions of the Conference, keeps the Intergroup and represented groups aware of WSO information; communicates important VIIG information to WSO.

F. Regional Representative (RR)

- a. Attends all Region One assembly meetings, referring to the VIIG Travel Handbook for obtaining reimbursement of related expenses.
- b. Meets all qualifications and requirements as outlined in the Region One Bylaws, Article 5, Section 3.
- c. Reports to VIIG the actions of the Region assembly, ~~to all groups they represent~~; keeps VIIG and represented groups aware of Region information; communicates important VIIG information to the Region

G. Group Coordinator

- a. Ensures meeting information is up to date on WSO and Region One websites
- b. Maintains an up to date list of VIIG group meeting times, locations and any contacts
- c. Provides updated meeting lists to VIIG Webmaster, Newsletter Editor and Secretary.
- d. Reports activities related to meeting list all regular VIIG meetings.

H. Newsletter Editor

- a. Publishes a newsletter, on a regular basis, for the Intergroup area members and other subscribers
- b. Observes copyright and Intellectual property right laws
- c. Ensures articles are in keeping with The Twelve Traditions
- d. May include OA events, topics of interest, News from WSO, Region and Intergroup
- e. Maintain the anchorsoa@gmail.com account including the distribution list
- f. Reports activities related to the newsletter at all regular VIIG meetings.

I. Public Information Chair

- a. Answers requests for information and interviews from the media, public institutions, and community groups.
- b. Distributes public information materials to the media, and for distribution in public places.
- c. Reports PI activities at all regular VIIG meetings.

J. Literature Chair

- a. Orders literature from the World Service Office for resale to members and groups of

- VIIG.
- b. Assigns prices to literature based on face value cost, exchange rates, shipping and other costs.
 - c. Distributes literature in a timely manner, upon the collection of payment.
 - d. Maintains a monthly financial record and reports to VIIG
 - e. Stores and maintains a list of donated OA literature to be dispersed as requested by VIIG and reports this information.
 - f. When directed by the VIIG Board, distributes a startup packet of literature to new groups within VIIG.
 - (i) The packet 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
 - (ii) *The packet expense is presented to the treasurer at the next VIIG meeting.*
 - g. Provides a report at all VIIG regular meetings.

K. Webmaster

- a. Manages the website OAVIIG.ORG
- b. Adds content based on events within Vancouver Island groups and close geographical areas
- c. Updates content and meeting lists as needed including links to other OA sites
- d. Responds to the emails sent to the site or distributes them to the appropriate VIIG member
- e. Reports activities at all regular VIIG meetings.

L. Events/Retreat Coordinator

- a. It is recommended that the Coordinator have previously attended a retreat and marathon. (recommendation may be waived and/or modified by a board vote)
- b. Serves as liaison for groups hosting retreats, marathons or other events within VIIG.
- c. Provides guidance on WSO and VIIG retreat and marathon policies and procedures.
- d. Ensures that VIIG events follow guidelines as set forth by WSO in the Guidelines for OA Events publication.
- e. Assists in the circulation of retreat and marathon information as required and approved by VIIG.
- f. Encourages and helps facilitate the organization of retreats, marathons and
- g. Sends VIIG event information to Region One, WSO and/or other Intergroups.
- h. Reports activities at all regular VIIG meetings.