

# Overeaters Anonymous Te Waipounamu/South Island Intergroup Position Descriptions – Information Sheet

## INFORMATION FOR ALL POSITIONS

### OVEREATERS ANONYMOUS PURPOSE:

Our primary purpose is to abstain from compulsive eating and compulsive food behaviours and to carry the message of recovery through the Twelve Steps of OA to those who still suffer.

### INTERGROUP MEMBERS – BASIC QUALIFICATIONS FOR ALL POSITIONS:

- Currently sponsored and working the 12 steps.
- Regular attendance at home group.
- Ability to attend OA Intergroup meetings (usually third Saturday morning every two months).
- Familiarity with 12 Steps and 12 Traditions.
- Present at Intergroup meeting at time of election.

### NOTES ON TERMS OF OFFICE:

- **As you start a term in a role, if you are nervous... feel free to talk to the person who was in the role before, and to ask for a handover or more help.**
- **After you finish your term in a role, please make yourself available to your replacement for mentoring.**
- Newly elected Members shall begin service starting on day of election.
- Intergroup Members shall serve no more than two consecutive terms in the same Position.
- After an interval of six months, a member may again be eligible for election into the same Position.
- Upon election to an IG-elected position, members shall cease to be a representative of their meeting, and their meeting will need to elect a new Intergroup representative.
- **Elected Intergroup appointments may be terminated after two unexcused absences per year from meetings.**

Role	Abstinance	Term	# of terms	Previous IG attendance	Notes
Chair	12m	1 year	2	6 m	
Secretary	12m	1 year	2	6 m	
Treasurer	12m	1 year	2	6 m	
R10 rep	6m	2 yrs	2	6 m	This follows Region 10 abstinence recommendation
WSBC rep	12m	2 yrs	2	2 years “beyond group level”	This follows WSBC abstinence recommendation
Literature	6m	1 year	2	-	
PI Coordinator	12m	2 yrs	2	2 yrs PI committee attendance	Nominated by PI Committee
Answerphone coordinator	6m	1 year	2	-	
Answerphone responder	6m	1 month	-	n/a	Non-voting. (IG Attendance not required)
Intergroup rep	-	-	-	-	Group autonomy

	<b>Summary</b>	<b>Qualifications</b>
<b>Chair</b>	<ul style="list-style-type: none"> <li>• Chair Intergroup meetings.</li> <li>• Prepare agenda, oversee minutes, and ensure communication with Intergroup members.</li> <li>• Provide a leadership role on various OA matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Prior attendance and service at Intergroup level.</li> <li>• Planning and organisation ability.</li> <li>• Clear and impartial communication.</li> </ul>
<b>Secretary (admin)</b>	<ul style="list-style-type: none"> <li>• Act as Secretary for the Intergroup, (except for meeting minutes when there is a separate minute-taker).</li> <li>• Act as assistant to Chair as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer skills, especially word processing and email, are essential.</li> </ul>
<b>Secretary (minutes)</b>	<ul style="list-style-type: none"> <li>• Minute-taker at Intergroup meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer skills, especially word processing and email, are essential.</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Collect and deposit donations and payments from groups, individuals, and other sources.</li> <li>• Pay bills and reimbursements.</li> <li>• Maintain the financial accounts (Excel spreadsheet).</li> <li>• Maintain the paper file of bank statements and payment / reimbursement evidence.</li> <li>• Attend Intergroup meetings and provide financial information.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with spreadsheets, online banking, and accounting basics.</li> </ul>
<b>Region 10 Rep</b>	<ul style="list-style-type: none"> <li>• Attend and actively participate in Region 10 Assembly.</li> <li>• Work on a Region 10 committee from Assembly until the following Assembly.</li> <li>• Act as liaison between IG and Region 10, including committee activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in any Intergroup position is helpful.</li> <li>• Computer skills</li> </ul>
<b>World Service Business Delegate</b>	<ul style="list-style-type: none"> <li>• Attend the World Service Business Conference of OA (finances permitting).</li> <li>• Work on one of the Conference committees during the year.</li> <li>• Keep IG in contact with OA throughout the world; and to keep WSO informed about IG.</li> <li>• Assist Intergroup by drawing on experience.</li> </ul>	<ul style="list-style-type: none"> <li>• WSO requirements</li> </ul>
<b>Public Information Coordinator</b>	<ul style="list-style-type: none"> <li>• Chair PI committee meetings.</li> <li>• Carry the OA message of recovery to the still suffering compulsive overeater.</li> <li>• Carry this message of recovery to professionals and others as appropriate.</li> <li>• Reporting to Intergroup.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability or experience in keeping a small committee active in its activities, and encouraging others to be involved.</li> <li>• Nomination must be from PI Committee.</li> </ul>
<b>Literature coordinator</b>	<ul style="list-style-type: none"> <li>• Make literature available for sale to purchasers.</li> <li>• Maintain and manage stock levels by purchasing stock from WSO.</li> <li>• Be a signatory on the Intergroup bank accounts.</li> <li>• Report to IG on how that's all going.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to manage the flow of literature stock, and money transactions.</li> <li>• Use of a personal credit card is preferred / needed.</li> </ul>
<b>Answerphone Coordinator</b>	<ul style="list-style-type: none"> <li>• Manage the answerphone message.</li> <li>• Maintain the team of Answerphone responders.</li> <li>• Coordinate follow-up with callers.</li> <li>• Reporting to IG / PI committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use a telephone and answerphone.</li> <li>• OK to record your voice for the answerphone message.</li> </ul>
<b>Answerphone Responder</b>	<ul style="list-style-type: none"> <li>• Receive and respond to incoming calls from members wishing to be informed about OA.</li> </ul>	<ul style="list-style-type: none"> <li>• Some experience in attending different meetings, and working the OA programme.</li> </ul>
<b>Intergroup Rep</b>	<ul style="list-style-type: none"> <li>• Provide a communication link and liaison /between Intergroup and the Group members.</li> <li>• Be an active participant in Intergroup meetings and other Intergroup activities</li> </ul>	<ul style="list-style-type: none"> <li>• Involved and regular attendance of the meeting they are the Rep for.</li> <li>• Each meeting determines qualifications for their Intergroup Representation.</li> </ul>