

Overeaters Anonymous Te Waipounamu/South Island Intergroup Position Descriptions

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 (IG) PURPOSE:

To carry the message of recovery to those with the problem of eating compulsively, by fostering the practice of the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service; and to serve and represent member groups.

Promote unity amongst the groups of the area.

Provide a connection and communication link between IG member meetings, Region Ten, and World Service.

Ensure admin and Public Information functions are carried out.

Vote on issues raised at IG meetings.

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.

ABSTINENCE AND TERMS OF OFFICE:

Role	Abstinence	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
PI Coordinator	12m	2 yrs	2	2 yrs PI committee attendance	Nominated by PI Committee
Literature	6m	1 year	2	-	
Answerphone coordinator	6m	1 year	2	-	
Answerphone responder	6m	1 month	-	n/a	Non-voting. (IG Attendance not required)
Intergroup rep	-	-	-	-	Group autonomy

CHAIR

PURPOSE:

Chair Intergroup meetings.

Prepare agenda, oversee minutes, and ensure communication with Intergroup members.

Provide a leadership role on various OA matters.

QUALIFICATIONS:

Prior attendance and service at Intergroup level.

Planning and organisation ability.

Clear and impartial communication.

SUMMARY of RESPONSIBILITIES:

Intergroup Meetings	<ul style="list-style-type: none"> • Prepare room for meeting. • Chair meeting, following the agenda.
Administration of Intergroup Meetings	<ul style="list-style-type: none"> • Prepare members for each upcoming meeting, including collecting reports and sending out the agenda. • Review and send minutes and other documents, after each meeting. • Be the point of contact for contact with the TWP/SI Intergroup.
Provide leadership role on various OA matters at Intergroup level	<ul style="list-style-type: none"> • Yearly planning of Intergroup meetings and administration of Intergroup. • Liaise between all areas of OA that Intergroup communicates with: WSO, Region 10, other Intergroups and Regions.

SECRETARY (ADMIN)**PURPOSE:**

Act as Secretary for the Intergroup, (except for meeting minutes when there is a separate minute-taker).

Act as assistant to Chair as needed.

QUALIFICATIONS:

Computer skills, especially word processing and email, are essential.

SUMMARY OF TASKS:

Manages most documentation and email correspondence for Intergroup.

Some support to new and current groups.

Help set the agenda (and take minutes if required).

DETAILS of RESPONSIBILITIES:

Correspondence	Check email 2-3 times a week, forwarding emails as necessary to IG members responsible for actioning (minutes from other IGs to Region 10 Rep, mail relating to finances to Treasurer.). Liaise with Chair on action required with incoming correspondence. Only OA-appropriate material should be tabled at IG meetings. Reply to correspondence as directed by Intergroup.
Intergroup Agenda	Assist Chair to set the agenda for Intergroup meetings Pre-circulate documents as necessary for people attending by phone.
Contact and meeting lists	Ensure South Island meetings list and Intergroup members' contact list are circulated for update.
Distribute Minutes and Reports	Prepare email to send updated meetings list, contact list, and other relevant reports for Chair to send out (with minutes) to Intergroup members within two weeks. Send copies of minutes to Region Ten Board and Trustee, Region 10 Intergroups, and South Island groups as per mailing list.
Mailing List	Update Region 10 IG mailing list by checking addresses in Region Ten site. Update oa.org and inform Region Ten Secretary of changes to Intergroup contact information.
Filing	Maintain filing system for correspondence and minutes in oaouthislandnz@gmail.com
New Groups	If someone hears of a new meeting, send a greeting letter, including a 'New Group Starter Kit' from oa.org to all new groups drawing their attention to the importance of filling out the WSO group registration form and forwarding it to WSO or Intergroup. Invite new groups to affiliate with Te Waipounamu – South Island Intergroup, and explain benefits.
Other SI Groups	Contact South Island groups with the meeting secretary if no IG rep, (e.g. invitation to events and IG minutes). Ask for a current contact name and email.
Update yearly calendar	Ensure that the yearly calendar is reviewed regularly. Prepare the following year's planner in September.

	Review Intergroup Policy and Procedures on a semi-annual basis.
Update directories as required	In association with the PI Committee, update MHERC, CINCH, Yellow Pages, CCC 'No Fixed Abode' Directory and any other directories when necessary.

SECRETARY (MINUTE-TAKER)

PURPOSE:

Minute-taker at Intergroup meeting.

QUALIFICATIONS:

Computer skills, especially word processing and email, are essential.

SUMMARY OF TASKS:

Preparation for each Intergroup meeting: prepare agenda, with Chair.

Role during each Intergroup meeting: recording the minutes, and other regular documents.

Follow-up after each Intergroup meeting: finalising the minutes with Chair.

DETAILS OF RESPONSIBILITIES:

Before IG Meeting	Work with Chair to produce an agenda for next IG meeting, using the previous month's agenda as a template. Email PDF version (keep Word version in folder) of the agenda out to IG members approximately two weeks prior to the meeting.
Bring to IG Meeting	Laptop & power cord (optional but strongly recommended) Template for minutes - to use for filling in minutes. 3 paper copies of the agenda (for people who forget to bring a copy) 1 electronic copy of the last minutes for the group to amend or approve. Copy of the most recent meetings list and IG contact list. Spare paper for ballot elections if required.
During IG Meeting	Record minutes of the meeting. Pass around contact and meetings lists for members to make changes. If an election is needed, provides ballot papers and counts them with someone else. Destroys ballot papers after vote.
After IG Meeting	Type up minutes and send them to the Chair for review and approval.

TREASURER

PURPOSE:

Collect and deposit donations and payments from groups, individuals, and other sources.

Pay bills and reimbursements.

Maintain the financial accounts (Excel spreadsheet).

Maintain the paper file of bank statements and payment / reimbursement evidence.
 Attend Intergroup meetings and provide financial information.

QUALIFICATIONS:

Experience with spreadsheets, online banking, and accounting basics.

HIGH-LEVEL RESPONSIBILITIES:

<p>Receive and bank donations</p>	<p>Collect donations received at Intergroup meetings or by direct deposit. Receipt any other money paid to us, eg. from Region 10 or WSBC travel funds. Deposit amounts promptly within the month so that they appear in the correct month on the records.</p>
<p>Payments</p>	<p>Pay bills by their due date. Reimburse members for expenses, including Literature Coordinator for purchases. Make payments promptly within the month to ensure they appear in the correct month on the records. Write on the retained portion of each account the payment details and date paid, and file it. 3 times per year, calculate and donate residual working funds to Region 10 and WSO, in a 2:1 allocation.</p>
<p>Excel spreadsheet</p>	<p>Record all amounts received and paid. Reconcile to the bank statements. Review the future / budget figures – eg. donations, travel, transfers, grants received, etc – to see if they need updating.</p>
<p>Paper file</p>	<p>File accounts and reimbursements paid (suitably noted with payment details), copy of financial statement and bank statements. Keep this file up to date. Keep in monthly dividers, and annual folders.</p>
<p>Intergroup meetings</p>	<p>Print and bring at least three copies of the accounts. Speak to the accounts, and mention anything relevant, of interest, or problematic. Collect group donations and the 7th tradition bag.</p>

REGION TEN REPRESENTATIVE

PURPOSE:

Attend and actively participate in Region 10 Assembly.
Work on a Region 10 committee from Assembly until the following Assembly.
Act as liaison between IG and Region 10, including committee activity.

QUALIFICATIONS:

Experience in any Intergroup position is helpful.
Computer skills

SUMMARY of TASKS:

Work on one of the Region 10 Committees	Regularly meet with a Region level committee to achieve its goals.
Assembly	Prior to Assembly, prepare a report on Intergroup highlights from the past year. Attend Assembly and take an active part in the business sessions Following the Assembly, present a report about your experience and general content to the IG.
Act as liaison between IG and Region 10.	Maintain contact with other Region 10 representatives. Keep fellow members informed about Region Ten activities. Assist IG with actioning emails.
Other Tasks	Where there is no WSBC (World Service Business Conference) delegate, perform essential duties of that role. Contribute to IG activities and events. Be available to any members of OA to discuss Intergroup/Region business. Assist with funding applications to Region Ten, if necessary.

WORLD SERVICE BUSINESS CONFERENCE DELEGATE

PURPOSE:

Attend the World Service Business Conference of OA (finances permitting).
Work on one of the Conference committees during the year.
Keep IG in contact with OA throughout the world; and to keep WSO informed about IG.
Assist Intergroup by drawing on experience

QUALIFICATIONS:

WSO requirements: *“Qualifications for selection of World Service delegates/alternates shall be set by each intergroup provided that each delegate/alternate shall have at least one year of current abstinence and at least two years of service beyond the group level.”*

SUMMARY OF TASKS:

Attend WSBC	The WSBC Delegate represents the Intergroup at the annual WSBC (usually held in May).
Conference Committee	Work on one of the Conference committees from conference to conference.
Communication with IG	Keep Intergroup aware of WSBC and WSO information updates (eg new literature, events, etc.)
Assistance to IG	Help the Intergroup solve problems and avoid mistakes, drawing on the resources of the WSO.

INTERGROUP REPRESENTATIVE

PURPOSE:

- Provide a communication link and liaison /between Intergroup and the Group members.
- Be an active participant in Intergroup meetings and other Intergroup activities

QUALIFICATIONS:

Involved and regular attendance of the meeting they are the Rep for.

Each meeting determines qualifications for their Intergroup Representation.

SUMMARY OF TASKS:

Provide a communication link and liaison between Intergroup and the Group members	Present their meeting's report at IG meeting. Report back to their meeting about Intergroup. Intergroup Meeting Minutes/Meeting Lists.
Be an active participant in Intergroup meetings and other Intergroup activities	Participate in voting on motions that are raised at IG Service at Intergroup

PUBLIC INFORMATION (PI) COORDINATOR

PURPOSE:

Chair PI committee meetings.

Carry the OA message of recovery to the still suffering compulsive overeater.

Carry this message of recovery to professionals and others as appropriate.

Reporting to Intergroup.

QUALIFICATIONS:

Ability or experience in keeping a small committee active in its activities, and encouraging others to be involved.

Nomination must be from PI Committee.

SUMMARY OF TASKS:

<p>Chair P.I. committee meetings</p>	<p>Chair the PI committee meetings. Yearly planner. Ensure archives are kept (including PI minutes and activities.)</p>
<p>Carry the OA message of recovery to the still suffering compulsive overeater.</p>	<p>Liaise with Answerphone Coordinator, including to obtain monthly information regarding origins of calls in order to assist with PI planning. Display PI work as required at workshops, etc. Library displays, Prison meetings, Business Cards at doctors’ surgeries, Bus posters, Community flyer drop, Radio and Newsletter community notices and CTV noticeboards. Stories onto the xa-speakers.org website.</p>
<p>Carry this message of recovery to professionals and others as appropriate.</p>	<p>Naturopaths and Homeopaths, Counsellors, Dieticians, Schools, Community groups, Recovery houses. Public speaking opportunities: Salvation Army Bridge, 4th/5th-year Medical students, and Plains FM “Quiet Minds” radio interviews. Supplying literature. Updating profiles and information on public online directories.</p>
<p>Reporting to IG</p>	<p>Present a copy of the new PI minutes to Intergroup for inclusion with the Intergroup minutes and talk briefly on the highlights. If appropriate ask Intergroup reps to raise with their group meetings any special PI items of interest or items for action.</p>

LITERATURE COORDINATOR

PURPOSE:

- Make literature available for sale to purchasers.
- Maintain and manage stock levels by purchasing stock from WSO.
- Be a signatory on the Intergroup bank accounts.
- Report to IG on how that’s all going.

QUALIFICATIONS:

- Ability to manage the flow of literature stock, and money transactions.
- Use of a personal credit card is preferred / needed.

SUMMARY OF TASKS:

<p>Make literature available for sale to purchasers</p>	<p>Fill orders as requested, to groups, individuals, and occasionally other parties who request it. Collect payment prior to providing stock. Bank money collected.</p>
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	Arrange for displays of literature at Workshops, Conventions, etc. Update groups on new Literature information.
Maintain and manage stock levels by purchasing stock from WSO.	Purchase literature from the World Service Office with a credit card, and then seek reimbursement from the Literature bank account. Keep appropriate supply of pamphlets, books, etc. to enable prompt response to requests for stock. Maintain adequate stocks of literature.
Be a signatory on the Intergroup bank accounts	Help authorise online banking transfers between accounts, reimbursements, and payments. (Not just regarding the literature account)
Report to IG on how that's all going.	Attend Intergroup (each two months), and report on stock sales and purchases, new literature, discontinued literature. Report on Literature bank account. Provide a stocktake to the Treasurer (as there is a section of the Treasurer's report for this) in March, July, November.

ANSWERPHONE COORDINATOR

PURPOSE:

Manage the answerphone message.
Maintain the team of Answerphone responders.
Coordinate follow-up with callers.
Reporting to IG / PI committee.

QUALIFICATIONS:

Ability to use a telephone and answerphone.
OK to record your voice for the answerphone message.

SUMMARY OF TASKS:

Manage the answerphone message.	Update the message when there are any changes in Answerphone Responders.
Maintain the team of Answerphone responders.	Request / shoulder-tap for volunteers for the service position of Answerphone Responders, for each month. Keep Responders up to date about any changes to meetings, and any other information relevant to newcomers.
Coordinate / organise any follow-up with callers.	Supervise the answerphone service to ensure distribution of all incoming telephone calls to members for 12 th -step calls including posting out any literature / meeting lists required, and responding to any email enquiries. Generally callers phone a member from the number on the answerphone, or they may leave a message which needs to be followed up by the Answerphone Co-ordinator.

Report to Intergroup	Summarise the activity for the month, and report to Intergroup. Pass on summary of activity to the PI Coordinator monthly, to graph the statistics.
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ANSWERPHONE RESPONDER

PURPOSE:

Receive and respond to incoming calls from members wishing to be informed about OA.

QUALIFICATIONS:

Some experience in attending different meetings, and working the OA programme.

SUMMARY OF TASKS:

Receive and respond to incoming calls from members wishing to be informed about OA.	Provide the caller with information about the 12-step programme, meetings, the website for information, some experience strength and hope, etc. Give the callers the option of being 12-stepped by two people coming to the caller's house (at caller's discretion) to share their experience, strength and hope.
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