

**SECTION 1 INTERGROUP BOARD: EXECUTIVE OFFICERS, WORLD SERVICE DELEGATES AND REGION REPRESENTATIVES (1998 By-laws moved to Policy Manual 2001**

***Suggested procedures are included in a separate document and may be adapted by the position holder.***

(A) CHAIRPERSON

- (1) Preside at all regular and special meetings of this Intergroup.
- (2) Be responsible for establishing the agenda for Intergroup meetings.
- (3) Maintain calendar of required IG business (as audit, group inventory).
- (4) May cast the deciding vote to make or break a tie.
- (5) May attend all standing committee meetings.
- (6) Should attend and/or delegate the coordination of representation at Region and the World Service Business Conference.
- (7) Schedule and chair quarterly board meetings.

(B) VICE CHAIRPERSON

- (1) Preside at all regular and special meetings of this Intergroup in the Chairperson's absence
- (2) Perform such other duties as the chairperson may delegate.
- (3) May attend all standing committee meetings
- (4) Attend all Intergroup meetings unless excused by the Intergroup Chairperson.
- (5) Provide orientation for new reps, or assign designee, **which includes updating and distributing new rep orientation packet.**

(C) RECORDING SECRETARY

- (1) See that the minutes are kept of all Intergroup meetings and that a copy of said minutes is printed.
- (2) Maintain a file of all minutes of past meetings, including all written reports.
- (3) Submit the minutes of each Intergroup meeting to the Corresponding Secretary and Web Editor in a timely manner
- (4) May attend all standing committee meetings
- (5) Attend all Intergroup meetings unless excused by the Intergroup Chairperson. In the event of necessary absence, shall secure a substitute for the meeting and inform the Chairperson.
- (6) Provide Policy Manual Chair with changes *in Bylaws to Policy Manual*

(D) CORRESPONDING SECRETARY

- (1) Direct all Intergroup correspondence to the member groups, Intergroup representatives, Region 7 and the World Service Office, as appropriate.
- (2) Maintain and update a membership directory of all Intergroup members.
- (3) Mail agenda, minutes, flyers, etc. one week before meeting to those on current IG roster.
- (4) Maintain Intergroup directory via sign-in sheet and personal data sheets to each meeting. After 3 or 4 months continuous absence, call/write as to status and if appropriate remove name from roster.
- (5) Correspond with Holy Cross Hospital in October to reserve meeting space for the following year: serve as contact person.
- (6) *Provide new reps with newcomer packets; keep packets updated.*
- (7) *May attend all standing committee meetings.*
- (8) Attend all Intergroup meetings unless excused by the Intergroup Chairperson. In the event of necessary absence, shall secure a substitute for the meeting and inform the Chairperson.

(E) TREASURER:

- (1) Maintain a checking account and savings account as necessary, for dispersal of Intergroup funds.
- (2) Receive the contributions from the groups and collect the Tradition 7 at the IG meeting.
- (3) Prepare a Treasurer's form for distribution. Send the form as a thank you to each group treasurer. Keep a list of treasurers.

- (4) Make quarterly donations to WSO, Region (see Bylaws Article 8 Part F Sections 2 and 3).
- (5) Submit financial reports each month at the Intergroup meetings.
- (6) Serve as the chairperson of the budget committee.
- (7) Serve as Co-Chair of Ways and Means.
- (8) Provide for an annual audit of the books, internal or external, as voted by the Intergroup. (Needs to be placed on meeting agenda)
- (9) *May attend all standing committee meetings.*
- (10) Shall attend all Intergroup meetings unless excused by the Intergroup Chairperson.
- (11) Upon election of Region 7 Assembly Representatives, and within two months after the next Assembly, makes hotel reservations for those representatives and notifies those representatives when they have been made.

**(F) Intergroup Secretary (*replaces and expands Where & When editor job*)**

- (1) shall be responsible for maintaining a current list of WDCAIG groups and for keeping WSO and the Intergroup informed of any changes to the list**
- (2) shall act as liaison between WDCAIG and member groups**

**(G) WORLD SERVICE DELEGATES AND REGION REPRESENTATIVES**

- (1) Shall attend all Assemblies and Business Conferences.
- (2) Shall report orally or in writing as designated by the Intergroup.
- (3) Shall participate in at least one intergroup committee corresponding to those attended at Region or World Service (2006).**
- (4) Shall attend all Intergroup meetings, unless excused by the Chairperson.
- (5) *May attend all standing committee meetings.*

SECTION 2

COMMITTEES, **SERVICE POSITIONS**, AND POLICIES

(A) General Policies

1. The IG may serve as Committee of the Whole whenever necessary.
2. The intergroup may add, subtract, or modify the following list of committees and service positions.

(B) Committee Descriptions (1998 By-laws moved to Policy Manual 2001)

*(B) Hospitals, Institutions, Professionals, Military*

*(C) Ways and Means*

*(D) Bylaws*

*(E) Policy Manual*

*(F) Public Information/Young Peoples*

*(G) Twelfth Step Within*

*(H) First Traditions*

*(I) Convention*

1. Public Information - Responsible for maintaining contact with public media, act as a resource for members contacted by the mass media, suggest appropriate written material to be sent to the media, to publicize OA recovery and special events. Utilize the PI manual, information provided at Region and WSBC to coordinate special events, retreats, and marathons. Submit an annual budget and goals for the next year. Report activities to WDCAIG meetings.

2. Hospital, Institution, Professional and Military (HIPM) - Be responsible for contacting hospitals, institutions, professional and the military in our community to educate them about Overeaters Anonymous. Utilize the HIPM manual and information provided at Region and WSBC to facilitate contacting professionals and participate in Health Fairs and/or Educational Programs. Submit an annual budget and goals for the next year. Report activities to WDCAIG meetings.

3. Twelfth Step Within - Be responsible for maintaining a committee with the purpose of strengthening Overeaters Anonymous by sponsoring recovery-orientated activities, share information and ideas that generate recovery within the Fellowship. Report activities to WDCAIG meetings.

4. Bylaws/Policy - Responsible for reviewing current Bylaws/Polices on an annual basis to suggest necessary changes, updates, corrections or deletions to the Intergroup Board for presentation to the Intergroup members.

#### 5. **CONFERENCES, CONVENTIONS, RETREATS, MARATHONS**

(A) General policy

(B) Intergroup Workshops, /Seminars/Retreats

(C) Financial Policies for Events

C. Service Positions Descriptions (1998 By-laws moved to Policy Manual 2001).

2. Literature Coordinator - Be responsible for ordering and disbursing literature to groups in WDCAIG. Provide literature for sale at local special events, retreats, and marathons, and report activities monthly to WDCAIG.

3. Where and When Editor - Be responsible for maintaining current group meeting list, making necessary additions, deletions, and corrections as necessary. Reproducing a current Where and When as necessary. (Bylaws 1998)

(F) WHERE AND WHEN EDITOR (Policy 2001)

Responsible for maintaining current group meeting list, making necessary additions, deletions, and corrections as necessary. Reproduce a current Where and When as necessary. When new meeting request is being added to Where and When, send the WS registration form, info on how to publicize meeting (article in news letter announcing new meeting, meeting cards and PI notices), IG contribution form, wish them well, and invite them to send an Intergroup rep. Close letter with "Let us know if IG can be of further assistance. Please register with WSO immediately so we can continue to list your meeting on the Where and When. Our policy requires that groups appear on the WSO registry within a reasonable amount of time."

In addition, annual or semi-annual update of all group registration information via personal networking assignments.

4. Answering Service Coordinator - Be responsible for monitoring the telephone information line. Coordinating other members to answer the messages on a daily basis; monitoring the messages to ensure all messages have been retrieved in a timely manner. Changing the message to include special events, retreats, and marathons as necessary and reporting activities to WDCAIG meetings.

5. Newsletter Editor - Be responsible for composing a newsletter made of contributions by Overeaters Anonymous members, announcements, reports for Region Assemblies and World Service Conferences, etc. on a regular basis, and reporting activities to WDCAIG meetings.

Report directly to IG chair. Publish newsletter in number of issues agreed upon by IG. (Policy 2001).

6. **Intergroup Secretary or Where & When Editor Area vice-chairs** and/or Intergroup members as a whole. - Visit meetings in your area as an Intergroup member. It is a good way to carry out the purpose of the Intergroup and to learn whether the group needs education about the Traditions or support regarding OA policy issues. Visits are an opportunity to update vital information about the groups, i.e. meeting time, location, contact person and phone numbers. It is also a way to make the group aware of current issues. **Visits also provide an opportunity to encourage intergroup participation.**

7. Intergroup Representative. Attend monthly meetings and represent his/her group. Share concerns with IG. Network and share enthusiasm for IG: inform groups of IG and committee meetings, distribute communications, hold group consciences of important matters. If IG rep needs to change his/her service responsibilities, he/she is encouraged to recruit his/her own alternate (Policy Manual 2001)

### SECTION 3

**How It Works**  
**(See Bylaws Section 5)**

A. Meeting Procedures  
    (1) Standing Rules

B. Conduct at meetings

C. Group Support

    1. Any new group may request and receive financial support from IG. If a group dissolves, funds remaining are to be sent to IG (7/99)

    2. **New groups will be sent a Group Handbook and a welcome letter by the Intergroup Secretary *Where & When Editor***

D. Reimbursement & Finance

**REIMBURSEMENT FOR REPRESENTATIVES AND DELEGATES**

(1) General Policy: If sufficient funds are available, the policy is to reimburse representatives and delegates reasonable transportation, lodging and meal costs incurred while representing the Intergroup at Regional Assemblies and at the World Service Business Conference. The Intergroup votes in advance to authorize reimbursement for members in accordance with this policy and with whatever adjustments the Intergroup chooses to make.

(2) Transportation: Reimbursement for travel by common carrier (airline, train or bus) and local transportation between the terminal and the event site may be approved when the destination is more than 300 miles from Washington.

-Members who drive their own cars may be reimbursed 6 cents a mile (based on actual round-trip mileage between the member's residence and the destination and local mileage to obtain meals), expenses incurred for gas and for tolls, parking and other necessary expenses.

(3) Lodging: For Regional Assemblies within a 75 mile radius of Washington DC, the Intergroup will pay for one night's lodging. For Assemblies outside this radius, the Intergroup will pay for two night's lodging. For World Service Business Conferences within 75 miles of Washington DC, the Intergroup will pay for lodging for four nights. For WSBCs outside this radius, the Intergroup will pay for five nights.

Whenever possible, members will be expected to room with another representative and will be reimbursed at 1/2 the double occupancy rate. If a member chooses to travel with a personal guest, the member may not be reimbursed any lodging costs, but the reimbursement to which the member would otherwise be entitled may be used to reimburse another member, if left without a roommate, or at the full/double occupancy rate.

(4) MEALS: Generally, reimbursement for meals (or groceries) is limited to \$15 a meal -- not to exceed \$30 a day. The number of meals that may be reimbursed is based on the number of nights of lodging in accordance with the following schedule:

Nights of Lodging	Meals	Nights	Meals
1	2	4	11
2	5	5	15

E. Advance Monies for Service positions

F. Donations (NOVA)

**CHANGES/ADDITIONS TO POLICIES**

2/9/00: Reimbursement: Section 4D

    Meals reimbursement limited to \$35 per day (previously \$30)

8/4/01: Procedure (see separate document)

    1) Minutes will be sent in electronic format from Recording Secretary to Webmaster, for posting on the Internet.

    2) \$600 working budget for answering service

9/1/01: Policy

    Any person (designated by IG or IG Chair) making multiple copies of WSO, Region 7 or IG events may be reimbursed by IG.

To be presented 10/6/01: Policy- Section 2-A:  
Every officer who steps down serves in ex- officio capacity for three months

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**INTERGROUP POLICIES**

A. Meeting Procedures

(1) Standing Rules

B. Conduct at meetings

C. Group Support

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2. **The Intergroup Secretary shall send each newly registered meeting a copy of the Group Handbook and a welcome letter**

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. Part-time rep is better than no rep.

Fulfill bylaw requirements of, Region 7 and Intergroup. Include full reports from committees and workshops attended, as well as information gathered informally. Provide supplemental comments to WSO report mailed to all group secretaries. Keep materials up to date.

(E) NEWSLETTER EDITOR

Responsible for composing, editing and publishing a newsletter made up of Contributions by OA members, announcements, reports for Region Assemblies and WSO Conferences, etc. on a regular basis, and reporting activities to WDCAIG meetings. Report directly to IG chair. Publish newsletter in number of issues agreed upon by IG.

(G) LITERATURE CHAIR

Responsible for ordering and disbursing literature to groups in WDCAIG. Provide literature for sale at local special events, retreats, and marathons, and report activities monthly to WDCAIG Provide literature for sale at IG meetings.

(H) ANSWERING SERVICE COORDINATOR

Responsible for monitoring the telephone information line. Coordinate other members to answer the messages on a daily basis; monitor the messages to ensure all messages have been retrieved a timely manner. Change the message to include special events, retreats, and marathons as necessary and report activities to WDCAIG meetings.

(I) PUBLIC INFORMATION CHAIR

Responsible for visiting meetings in DC IG area as an Intergroup member.

Learn whether the group needs education about the Traditions or support regarding OA policy issues.

Update vital information about the groups, i.e. meeting time, location, contact person and phone numbers.

Make the group aware of current issues.

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