

SUNCOAST INTERGROUP - POLICIES and PROCEDURES JOB DESCRIPTIONS & QUALIFICATIONS

August 2017

Revised - August 2017

INTERGROUP BOARD

CHAIRPERSON

- Must have one-year of current abstinence.
- Shall ensure that relevant service body information and documents are sent to the IG Secretary for distribution.
- Shall ensure that IG meeting agendas and reports are sent to the IG Secretary for distribution five days prior to IG meeting.
- Shall preside at all Intergroup and Intergroup Board meetings.
- Shall seek out a qualified member to fill vacated or vacant positions until a permanent replacement is found.
- Shall cast deciding vote to break a tie.
- May attend all standing committee meetings.
- Shall ensure that the general account of the Intergroup is audited annually.
- Shall be authorized to sign checks.
- Shall have password access to bank account(s).
- Shall be available to IG board and IG reps for IG business-related questions.
- Shall serve/support Intergroup Chair activities through communication at the levels of Region 8 and World Service.
- Shall delegate previously unassigned tasks, as needed.

VICE CHAIRPERSON

- Must have one-year of current abstinence.
- Shall welcome new Intergroup Representatives and provide the following information: OA Handbook for Groups, IG Bylaws, IG Policies and Procedures Manual, Twelve Concepts of OA Service (pamphlet).
- Shall welcome committee chairs and provide ongoing support and guidance.
- Shall be available to answers questions about policies and procedures.
- Shall perform duties of the chairperson in the absence of the Chairperson.
- Shall perform other duties as may be assigned by IG Chairperson.

SECRETARY

- Must have one-year of current abstinence.
- Shall see that minutes are kept of all Intergroup and Intergroup Board meetings and that a copy of the minutes is e-mailed to the distribution list.
- Shall maintain a file of all minutes of past meetings.

- Shall maintain member distribution lists.
- Shall forward relevant information and documents to established distribution lists a minimum of five days prior to the monthly Intergroup meeting.
- Shall monitor Suncoast Intergroup e-mail account and forward e-mails as needed.

TREASURER

- Must have one-year of current abstinence.
- Shall have familiarity with reconciling bank statements.
- Shall maintain a checking account for intergroup funds.
- Shall submit monthly financial reports, including group donations, to Intergroup Chair one week prior to Intergroup meeting.
- Shall be authorized to sign checks. The IG Chair and past IG treasurer shall also be authorized to sign checks
- Shall not be authorized to sign checks for Intergroup Treasurer's expenses. Checks for these expenses shall be signed by the IG Chair or past IG Treasurer.
- Shall provide expense reports as requested and required.
- Shall pay incoming bills and members' expenses in a timely manner.
- Shall maintain files of all financial records.
- Shall pick up mail at least once a month and immediately prior to monthly IG meeting.
- Shall renew Florida State Incorporation Annual Report.
- Shall renew Post Office Box rental annually.
- Shall participate in budget preparation with Ways and Means Chairperson.
- Shall assist Ways and Means Chairperson with timely notices of expenses and income.
- Shall submit 7th Tradition donations to Region 8 and WSO, as budgeted in June and December and as directed by Intergroup, when there are excess funds.
- Shall maintain a prudent reserve of Intergroup funds.

REGION 8 BUSINESS ASSEMBLY REPRESENTATIVE

Requirements for Service:

Representative shall affirm that he or she:

- Has worked/is working the twelve steps of OA with a sponsor.
- Is familiar with the Twelve Traditions of OA and the Twelve Concepts of OA Service.
- Has a minimum of one-year of current abstinence.

Representative

- Shall be selected by the group conscience of the Intergroup.
- Should be selected for sound judgment, experience, stability, willingness to serve and for faithful adherence to the program of the Twelve Steps and Twelve Traditions of Overeaters Anonymous.

Responsibilities:

- Shall represent Intergroup at Region 8 Business Assembly meetings and participate in the voting process.
- Shall submit a report to Intergroup within 30 days following the Assembly.
- Shall serve on a Region 8 committee and be an active participant.

WORLD SERVICE BUSINESS CONFERENCE DELEGATE

Requirements for Service

The Delegate must:

- Have a minimum of one-year current abstinence.
- Have a working knowledge, minimum of one year, of the principles of the Twelve Steps and Twelve Traditions.
- Demonstrate an awareness and an understanding of the Twelve Concepts of OA Service.
- Have at least two years of service beyond the group level.

Responsibilities:

- Shall attend the WSBC at the discretion of the sponsoring Intergroup.
- Shall attend all business assembly sessions and participate in all voting.
- Shall serve on a committee and be an active participant for the year ahead.
- Shall prepare a report for the IG after attendance at WSBC.

INTERGROUP REPRESENTATIVE (IG REP or IR) for local meetings:

- Shall represent local group at monthly Intergroup meetings.
- Shall vote on issues as group representative.
- Shall gather information from IG meeting and report back to group.
- Shall report information about group, as needed or requested.
- Shall report feedback to group.
- May report issues from group to IG for discussion and possible resolution.

STANDING COMMITTEE CHAIRS: Refer to Suncoast IG Bylaws, Article 6.

BYLAWS /POLICIES & PROCEDURES

- Shall regularly attend Intergroup meetings.
- Shall submit monthly report to IG chair, per policy.
- Shall refer to available service body support and WSO Guidelines.
- Shall form a committee as necessary.
- Shall call and hold committee meetings as necessary.
- Shall review current bylaws and propose amendments as needed.

- Shall review current policies and procedures and propose amendments as needed.

COMMUNICATION & TECHNOLOGY

- Shall regularly attend Intergroup meetings.
- Shall submit monthly report to IG chair, per policy.
- Shall refer to and utilize service body support and WSO Document “Website Development Guidelines”
- Shall form a committee as necessary.
- Shall call and hold committee meetings as necessary.
- Shall update website at least once a month.
- Shall refer to WSBC policy statement 2011a regarding Public Media.
- Shall oversee administration of Information line (Ring Central) and refer to provider’s (Ring Central) online guidelines... Phone 888-528-7464
- Shall refer to WSO Document for greeting message guidelines – “Suggested OA Hotline Message for Service Bodies”.
- Shall review Ring Central website for usage data.
- Shall contact Suncoast account manager at Ring Central with any issues/questions.

FLORIDA STATE CONVENTION COMMITTEE

- Shall regularly attend Intergroup meetings.
- Shall provide monthly written progress report per policy.
- Shall follow FSC guidelines for assigned subcommittee.
- Shall organize subcommittees as deemed necessary.
- Shall call and hold committee meetings as necessary.

HISTORY & ARCHIVES

- Shall regularly attend Intergroup meetings.
- Shall submit monthly report to IG chair, per policy.
- Shall refer to WSO Document “Guidelines for Writing the History of Your Local Area.”
- Shall refer to Intergroup Archive Binder for guidance and information.
- Shall maintain current files to document changes to meeting lists, contact lists, newsletter, meeting minutes, etc.
- Shall form a committee as necessary.
- Shall call and hold committee meetings as necessary.

NEWSLETTER

- Shall regularly attend IG meetings.
- Shall submit monthly report to IG chair, per policy.

- Shall refer to other service body support - WSO Document “Guidelines for local Newsletters.”
- Shall review archived newsletters.
- Shall request contributions from members.
- Shall set deadline for contributions.
- Shall create quarterly newsletter.
- Shall form a committee as necessary.
- Shall call and hold committee meetings as necessary.

PUBLIC INFORMATION & PROFESSIONAL OUTREACH (PIPO)

- Shall regularly attend Intergroup meetings.
- Shall submit monthly report to IG chair, per policy
- Shall refer to Service Manuals, other service bodies and WSO Documents “Guidelines for Health Fair Participation, Guidelines for Public Information Events, Guidelines for Professional Outreach Committees”.
- Shall utilize committee internet files and PIPO binder to review past outreach projects, reports and contacts.
- Shall form a committee as necessary.
- Shall call and hold committee meetings as necessary.
- Shall brainstorm ideas for a Plan of Action.
- Shall choose projects and ask for help from groups.
- Shall refer to WSBC policy statement 2011a on Public Media.
- Shall maintain binder with reports of activities and projects.

TWELFTH STEP WITHIN

- Refer to WSO Guidelines.
- Coordinate group efforts to reach out to absent members and members who are struggling.
- Shall regularly attend Intergroup meetings.
- Shall submit monthly report to the chair, per policy.

WAYS & MEANS

- Shall attend regular Intergroup meetings.
- Shall submit monthly report to IG chair, per policy.
- Shall refer to WSO Document “Budget Guidelines for Service Bodies.”
- Shall refer to WSO Document “Fundraising and Prudent Reserve Guidelines for Groups and Service Bodies”.
- Shall work with IG treasurer to create and maintain a budget with designated monthly and YTD expenses and income.
- Shall form a committee as necessary.
- Shall call and hold committee meetings as necessary.

- Shall help facilitate and coordinate event planning activities including theme, budget guidelines, date and location, publicity /flyer, etc.