

SUNCOAST INTERGROUP - POLICIES and PROCEDURES
JOB DESCRIPTIONS & QUALIFICATIONS
Revised – December 2018

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.
- Shall head Retention & Prevention Sub-committee.
- 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 review current bylaws and propose amendments as needed.
- Shall review current policies and procedures and propose amendments as needed.
- 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 head Spreading the Message Sub-Committee
- 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.
- Shall be second-in-command for Spreading the Message sub-committee.

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 Board.
- Shall submit 7th Tradition donations to Region 8 and WSO, as budgeted annually and as directed by Intergroup, when there are excess funds.
- Shall maintain a prudent reserve of Intergroup funds.
- Shall be second-in-command for Retention & Prevention Sub-committee.

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 bring WBSBC motions to the attention of the Intergroup when they are published in the Delegate packet for placement on the agenda.
- 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.