

## SAN FERNANDO VALLEY INTERGROUP BOARD POSITIONS

All positions require 1 year of abstinence, regular attendance at meetings and 6 months of service above the meeting level (i.e. Delegate, OA Birthday Party Committee) except for the Chair and Treasurer positions, which require 3 years of abstinence. The Treasurer must also have professional or substantial bookkeeping or accounting experience and a working knowledge of QuickBooks.

The World Service representative must have 2 years of service above the group level and the Region 2 representative must have 1 year.

Each position serves a one-year term whereas the World Service and Region 2 Representatives are elected for a two-year term. All incumbents can serve 2 consecutive terms.

Elections take place in November and if necessary, December. The terms start on January 1<sup>st</sup> of the new year.

Board positions and a brief description of its duties are as follows:

*All positions will respond to emails and any/all inquiries directed to their position.*

### BOARD CHAIR:

- Presides over monthly Board and Delegate meetings and drafts Agenda for each. Also reviews and approves items/flyers for distribution as well as approves and edits, when necessary, meeting minutes for all. Sends minutes to all Board members or to Delegates Coordinator for distribution to Delegates.
- Is an ex-officio member of all committees and contributes where needed
- Oversees OA SFVI office and office personnel
- Co-signator on all OA SFVI bank accounts
- Approver of Intergroup expenses

### TREASURER:

- Downloads/reviews monthly bank statements, works with office manager to update QuickBooks and does reconciliation on all accounts using QuickBooks
- Prepares monthly and Year-To-Date financial reports for distribution at the Delegates meeting
- Handles banking matters outside scope of office manager's responsibilities including making payments on Intergroup's credit card
- Co-signator on all OA SFVI bank accounts
- Approver of Intergroup expenses

### SECRETARY:

- Attends Board and Delegate meetings and takes minutes for monthly meetings. Forwards minutes to Chair for review/edits and keeps copies for reference purpose.

#### VICE CHAIR:

- Abstinence requirement is 6 months instead of 1 year.
- Serves in the absence of the Board Chair and helps Chair with whatever is needed.
- Liaison between the SFVI Board and the Webmaster

#### EDITOR:

- Gather ideas, content, OA birthdays, meeting and contact information updates for input into the bi-monthly *5<sup>th</sup> Tradition* newsletter.
- Updates, designs, and formats the newsletter using word processing/layout compositing software (Editor needs to know computers and be comfortable working with editing software).
- Works with printer to select colors, numbers of printed copies and printing/delivery schedule.

#### TWELFTH STEP WITHIN (WORKSHOPS):

- Coordinates and facilitates all twelfth step within work. This includes (but not limited to) a number of workshops throughout the year, the Thanksgiving Day marathon, and the annual Candlelight Promises meeting.
- Comes up with ideas, topics, formats and speakers for all twelfth step within events.
- Open to and executes new ideas on how to work 12<sup>th</sup> Step within the Fellowship

#### INTERGROUP DEVELOPMENT (SPECIAL EVENTS):

- Coordinates and facilitates all Intergroup fundraising activities and events.
- Comes up with ideas, topics, and logistics for all such events.
- Open to and executes new ideas on how to bring in revenue outside of meeting and personal contributions to the Intergroup.

#### PUBLIC INFORMATION:

- Carries the message to those who still suffer – this could include setting up panels of OA speakers to speak to the public, participating in relevant conferences by acquiring a booth, working on getting PSAs out to radio/TV outlets, maintaining social media content and pages giving updates on Intergroup events, , etc.
- Create printed materials for distribution to various audiences

#### PROFESSIONAL OUTREACH:

- Carries the message to Health Professionals whose clients and patients may include compulsive overeaters.
- Enabling knowledge and awareness to doctors, nurses, therapists, and other mental and physical health care specialists. This could include setting up panels at health institutions, creating giveaways for members in the OA Fellowship to distribute to their doctors and professionals that they know and come into contact with.

#### LITERATURE:

- Increase awareness of new and overall literature available for OA members
- Record workshops and 12<sup>th</sup> Step Within events; create and post podcasts to OA SFVI's website.
- Transfer older content on CDs to MP3 files / podcasts and upload to the website for distribution.

#### WORLD SERVICE REPRESENTATIVE:

- Attend the World Service Business Conference (WSBC), generally at the beginning of May in New Mexico. Represent the San Fernando Valley Intergroup at the conference.
- Report updates to the Fellowship at the Board and Delegate meetings

#### REGION 2 REPRESENTATIVE:

- Attend the Fall and Spring Assemblies and report updates to the Fellowship at the Board and Delegate meetings
- Liaison between Region 2 and members in SFVI.