

RESPONSIBILITIES OF THE INTERGROUP BOARD – OPEN POSITIONS FOR 2020

October 20, 2019

GENERAL REQUIREMENTS (exceptions are noted below):

- One (1) year of continuous abstinence.
- Six (6) months of service above the meeting level.
- Regular attendee of an active OA group for a period of one (1) year.

CHAIR:

- Presides at all regular and special meetings of the OASFVI.
- Establishes the agenda for all OASFVI meetings.
- Serves as an ex-officio member to all committees, as needed.
- Serves as the liaison to OASFVI employee(s), if any, and is responsible for application/use/upkeep of office equipment.
- May cast the deciding vote to make or break a tie.
- Requires 3 years of continuous abstinence.

TREASURER:

- Maintains checking and savings accounts and reconciles checking and savings accounts for disbursement of OASFVI funds.
- Submits financial reports each month at the OASFVI meetings.
- Serves as chairperson of the budget committee.
- Is a co-signer of all OASFVI bank accounts.
- Requires 3 years of continuous abstinence.

NEWSLETTER EDITOR:

- Compiles information for the OASFVI *5th Tradition* newsletter.
- Coordinates printing of the newsletter and delivery to the OA office.

SPECIAL EVENTS AND FUNDRAISING:

- Coordinates all fundraising activities for the Intergroup.
- Acts as treasurer for Special Events and Fundraising events.
- Plans and coordinates special events and fund-raising activities for the membership.

TWELFTH STEP WITHIN/WORKSHOPS:

- Coordinates all Workshops and Twelfth Step Within activities.
- Responds to all Workshops and Twelfth Step Within inquiries.

REGION 2 REPRESENTATIVE:

- Attends all Region 2 Assemblies and Conferences (generally twice a year).
- Reports back to the OASFVI Board and Delegates.
- One (1) year of service above the meeting level.

ADDITIONAL POSITIONS – Current Board Member will continue in 2020

VICE CHAIR (Jeanne B):

- Serves in the absence of the chairperson.
- Assists the chairperson whenever needed, including taking on ad hoc projects.
- Shall update speaker/leader lists at least annually.
- Shall be a co-signer of all OASFVI bank accounts.

SECRETARY (Doritt D):

- Keeps minutes of all OASFVI board and delegates meetings.
- Prepares minutes for sending to attending IRs and board members.
- Updates the Bylaws and Policy Manual as changes occur.

LITERATURE AND DIGITAL RESOURCES (Nora and Sam):

- Is the electronic media representative for the OASFVI.
- May make recommendations to OASFVI regarding new literature or electronic media to be added, and old inventory to be deleted from the OASFVI stock.
- Assists the OASFVI employee in his/her duties pertaining to literature.
- Assists with recording of meetings, workshops, marathons, and retreats. Posts recordings as podcasts on the Intergroup's website.

PUBLIC OUTREACH (Tim):

- Responds to all initial requests for public information whether individual or institutional and delegate any follow-up to the appropriate committee or person.
- Responds to requests for information from public media.
- Coordinates all Hospitals & Institutions (H&I) activities.
- Responds to requests for speakers and panels from the medical community, hospitals, schools, jails and other institutions.

WORLD SERVICE (WSO) BUSINESS CONFERENCE DELEGATE (Gunit)