

## NYSCDIG 2021/2022 Operating Plan [Last updated Nov. 1, 2021]

This plan is a suggested mode of operation for IG in absence of an IG Chair, Vice-Chair, and SI Chair. It is meant to be temporary and can be altered. *Policies & Procedures* only needs to be updated if IG wishes to make permanent changes. A Word copy of this document is maintained by the Recording Secretary, with a .pdf copy on our Intergruop Meetings page at [www.oanyscd.org](http://www.oanyscd.org).

### Current Tasks

### Operating Plan

A. Monitor messages from our IG website(C)	<i>The <b>Chair</b> contact on our website will go to <a href="mailto:nyscdig@gmail.com">nyscdig@gmail.com</a>; RS monitors this email account.</i>
B. Maintain an IG email list, including phone (C)	<i>Suspend.</i>
C. Call for agenda items/create an agenda (C)	<i>Suspend.</i>
D. Write Chair's report/update thumb drive (C)	<i>Suspend.</i>
E. Treasurer's report, Calendar, etc. (varies)	<i>Trusted servants send to CS five (5) days before the IG meeting.</i>
F. Call to meeting (C)	<i>CS sends out generic email to the community two (2) days before the IG meeting. Email will include invitation to all, 2021/2022 IG meeting dates/times, zoom link, calendar, T's report, and may include other information or attachments.</i>
G. Lead IG meeting (C)	<i>IG members take responsibility by volunteering to lead on a rotating basis. The VL uses the Volunteer Leader Script. Members assist the VL by following IG's meeting disciplines.</i>
H. Bullet points (C)	<i>RS compiles bullet points and sends them to CS, who forwards them to the community.</i>
I. Meeting minutes (RS)	<i>Suspend meeting minutes and roll call.</i>
J. Liaise with IG trusted servants (C)	<i>IG members take responsibility, e.g., Ask webmaster to post on website.</i>
K. Plan & communicate (C & SI)	<i>IG members take responsibility, e.g., JAUS; R6 rebates.</i>
L. Filling trusted servant positions (SI)	<i>IG members take responsibility.</i>
M. Mentor new members (SI)	<i>IG members take responsibility, including introducing new members to <u>Policies &amp; Procedures</u> and reaching out between IG meetings.</i>
N. Annual report (C)	<i>Suspend, or IG members take responsibility.</i>

**Key:** C=Chair CS=Corresponding Secretary (2021/2022 Michele M) RS=Recording Secretary (2021/2022 Barb K)  
SI=SI Chair T=Treasurer (2021/2022 Jim D) VL=Volunteer Leader (rotates)

## **NYSCDIG Volunteer Leader Script** [Last updated Nov 1, 2021]

The Volunteer Leader (VL) is a member who agrees to manage an Intergroup meeting in the absence of an Intergroup (IG) Chair. The VL may be determined ahead of time or decided the day of the meeting. If there is no VL that day, IG may decide through group conscious to operate without a VL or end the meeting.

[10:10am or 10:45am on AIR days] It's time for Intergroup to begin. Welcome, everyone! My name is \_\_\_\_\_. I am your Volunteer Leader for today's meeting. Let's start off with the Serenity Prayer.

[SERENITY PRAYER]

[IF THERE ARE NEWCOMERS] If we have visitors or new members, would you like to unmute and introduce yourselves? [THEY INTRODUCE THEMSELVES] Welcome!

Intergroup's goals are to develop projects to strengthen recovery within the fellowship, spread the message of OA to those outside the fellowship, and to represent our constituency at the regional and international level. Let us remember our First Tradition: Our common welfare should come first; personal recovery depends upon OA unity.

Since our Intergroup does not currently have a chair, our meetings are led by a volunteer on a rotating basis. As members, we help our Volunteer Leader by following the meeting disciplines in our *Policies and Procedures*. These disciplines include raising our hands if we'd like to speak, although the Volunteer Leader may suspend this when it makes sense. We ask that you stay muted unless you are speaking. Other guidelines include giving others in the meeting time to process, leaving some details until after the meeting, preferring group conscious decisions over voting, and gently asking the Volunteer Leader to end a discussion when prudent. We encourage members to follow their individual food plans by turning off their video if they need to eat during the meeting. This meeting will end by group conscience or by 11:30.

Is our Recording Secretary here today? [WAIT] During our meeting, our Recording Secretary will identify announcements that need to be shared with the general membership. These "bullet points" are sent to the Corresponding Secretary, who distributes them to the community list. Is our Corresponding Secretary here today? [WAIT] Today's Zoom operator may assist me in identifying people who wish to speak. Who is today's Zoom operator? [WAIT]

1. The Treasurer's report was distributed through the Community list. Is our Treasurer here today? [WAIT] Are there questions for our Treasurer? [LEAD DISCUSSION]
2. What pressing matters do we have to attend to prior to our round robin? If there is time after the round robin, we can raise further issues for discussion. [LEAD DISCUSSION]
3. It is now time for our round robin. Are there any reports on significant aspects of your meeting, committee, or service position? We will call on you in order of raised hands. [CALL ON PEOPLE]
4. Are there any further issues to discuss? [LEAD DISCUSSION]

[By 11:28] Do we have a Volunteer Leader for next month? A Zoom operator?

Let us end with the Serenity Prayer, said in the plural. If you haven't done so already, you are welcome to unmute. [SERENITY PRAYER]