

**POLICIES & PROCEDURES OF THE
NEW YORK STATE CAPITAL DISTRICT INTERGROUP
OF OVEREATERS ANONYMOUS
INTERGROUP 09079
REGION 6**

This document is a practical supplement to the Bylaws of the New York State Capital District Intergroup. *Policies & Procedures* outlines and details the specifics of how Intergroup operates. It details the day-to-day operations of Intergroup, including the responsibilities of its various members. It includes the nominations process, financial planning, and ongoing projects.

Any change to the Bylaws, no matter how small, entails resubmission to the World Service Office. However, *Policies & Procedures* may be changed by Intergroup without the need for any submission.

It is expected that while the Bylaws will remain fairly static, *Policies & Procedures* will change as needed, perhaps fairly often.

Policies & Procedures is divided into four parts:

- I. Intergroup Board of Trusted Servants,
- II. Region 6 and World Service Representatives,
- III. Key Intergroup Volunteer Positions, and
- IV. Current Practices.

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Part I: Intergroup Board of Trusted Servants

As specified in the Bylaws of the New York State Capital District Intergroup of Overeaters Anonymous, the Intergroup Board of Trusted Servants consists of the

- Chair,
- Vice-Chair,
- Recording Secretary,
- Corresponding Secretary, and
- Treasurer.

Qualifications for individual Board positions are specified in Part I of *Policies & Procedures* and election procedures are detailed in Part IV. When qualifications include an *abstinence* requirement, *abstinence* is defined by OA as:

The action of refraining from compulsive eating and compulsive food behaviors while working towards or maintaining a healthy body weight. Spiritual, emotional, and physical recovery is the result of living the Overeaters Anonymous Twelve-Step program.

Each person is the judge of his or her recovery, including abstinence.

Qualifications for Board members may be waived by a 2/3 vote in each case when there is no one available who meets the requirements. It is suggested that such a Board member be called “Acting,” e.g., “Acting Chair.”

Each of the Intergroup Board of Trusted Servant positions carries specific responsibilities detailed in this part of the *Policies & Procedures*. In addition, the Board members collectively support the goals and activities of Intergroup.

As a group, the Board members meet between Intergroup meetings to brainstorm and attend to project details to enable Intergroup meetings to focus on the “big picture” of supporting member recovery and to move forward on its goals.

Board members are elected to serve for a period of one year, beginning at the Intergroup meeting following the month of their election. In accordance with tradition, Board service must be shared. Thus, Board members serve no more than two consecutive terms in the same office. After an interval of one year, a member may again be eligible for election to their prior office.

To further assure rotation of Trusted Servants, after a period of five consecutive years serving on the Intergroup Board, an individual will spend an interval of at least one year off the Board.

Upon election to the Board, members will cease to be a representative of their group, and that group will elect a new representative.

Intergroup Chair

Purpose: Leads Intergroup meetings and represents Intergroup in all interactions with outside groups.

Qualifications: Board members including the Chair are expected to have:

- Worked the Twelve Steps of OA for three months.
- Familiarity with the Twelve Traditions of OA.
- Three months current abstinence.
- Been a regular attendee of an active group for a period of one year.
- Served as an Intergroup Representative for a period of six months or served as one of the Intergroup *key volunteers* as described in Part III.

Once elected, Board members (including the Chair) are expected to:

- Maintain abstinence.
- Maintain membership in an active home group.

Term of Office: One year.

Service begins at the Intergroup meeting following the month of election. An individual may serve no more than two consecutive terms as Chair. After an interval of one year, a member may again be eligible for the Chair position.

Description of activity: The Intergroup Chair:

- Registers online at Region 6 and WSO as the new New York State Capital Region Intergroup Chair.
- Maintains an email distribution list of all trusted servants and Intergroup representatives who regularly attend Intergroup meetings and have agreed to be on the list. Always uses “blind copy” when sending email to the list.
- Corresponds with the Recording Secretary, who is responsible for maintaining a print Intergroup attendance sheet, with regard to changes in the distribution list.
- Establishes the agenda for each Intergroup meeting.
- Distributes the meeting agenda, previous meeting minutes, and other related material via the email distribution list at least two days prior to the next meeting.
- Leads Intergroup meetings, making sure they start and end in a timely manner.
- Keeps meeting discussions on track, including deferring questions of logistics and other detailed matters to be handled outside the meeting.
- Using discretion, adds any new topic raised during the meeting to the end of the meeting agenda or to the next meeting.

- Ensures OA Traditions and Concepts are maintained, e.g., all views are heard and decisions are made according to group conscience.
- Ensures that Intergroup meeting *disciplines* agreed upon by group conscience are followed. (See part IV, page 51.)
- Votes on all motions and in elections.
- Calls Board meetings between regular Intergroup meetings *as needed* to handle details and move forward with projects to enable more efficient Intergroup meetings. May invite non-Board members to attend.
- Brings to the attention of Intergroup any issues brought up by constituent meetings.
- Produces an annual report listing Intergroup activities categorized by how they supported the three basic Intergroup goals (see page 50). This report is posted on the Intergroup web site.
- Participates in the annual budget cycle in the spring by providing a request to cover anticipated Chair expenses.
- Ensures that the financial records of the Intergroup are reviewed and verified in a timely manner.
- Responds to inquiries to Intergroup from outside agencies.

Helpful Skills and Characteristics:

- Communication skills.
- Organizational skills.
- Time management skills.
- Gentle but firm hand in keeping meetings on track,
- Basic email abilities including, specifically, use of forwarding and Bcc.
- General people skills ... patience, listening, supportive, not overly sensitive.

Intergroup Vice-Chair

Purpose: Performs duties of the Chair when the Chair is not available.

Qualifications: Board members including the Vice-Chair are expected to have:

- Worked the Twelve Steps of OA for three months.
- Familiarity with the Twelve Traditions of OA.
- Three months current abstinence.
- Been a regular attendee of an active group for a period of one year.
- Served as an Intergroup Representative for a period of six months or served as one of the Intergroup *key volunteers* as described in Part III.

Once elected, Board members (including the Vice-Chair) are expected to:

- Maintain abstinence.
- Maintain membership in an active home group.

Term of Office: One year.

Service begins at the Intergroup meeting following the month of election. An individual may serve no more than two consecutive terms as Vice-Chair. After an interval of one year, a member may again be eligible for the Vice-Chair position.

Description of activity:

- When standing in for the Chair in overseeing an Intergroup meeting, performs all the usual Chair functions. (See Chair description.)
- Votes on all motions and in elections.
- Performs additional duties as requested by the Chair.
- Attends Board meetings between Intergroup meetings when called by the Chair.

Helpful Skills and Characteristics:

- Communication skills.
- Organizational skills.
- Time management skills.
- Gentle but firm hand in keeping meetings on track.
- Basic email abilities including, specifically, use of forwarding and Bcc.
- General people skills ... patience, listening, supportive, not overly sensitive.

Recording Secretary

Purpose: Maintain a written record of all Intergroup meetings, so that decisions are documented for future reference.

Qualifications: Board members (including the Recording Secretary) are expected to have:

- Worked the Twelve Steps of OA for three months.
- Familiarity with the Twelve Traditions of OA.
- Three months current abstinence.
- Been a regular attendee of an active group for a period of one year.
- Served as an Intergroup Representative for a period of six months or served as one of the Intergroup *key volunteers* as described in Part III.

Once elected, Board members (including the Recording Secretary) are expected to:

- Maintain abstinence.
- Maintain membership in an active home group.

Term of Office: One year.

Service begins at the Intergroup meeting following the month of election. An individual may serve no more than two consecutive terms as Recording Secretary. After an interval of one year, a member may again be eligible for the Recording Secretary position.

Description of Activities: The Recording Secretary is responsible for:

- Attending the monthly Intergroup meeting, setting up and recording the meeting with the digital recorder, and (optionally) taking personal notes. If the Recording Secretary cannot attend the Intergroup meeting, she/he must notify the Intergroup Chair at least a week ahead of the meeting and endeavor to find a substitute. The Recording Secretary needs to also make sure the recorder is at the meeting for use by the substitute.
- Including a list of attendees and their affiliations in the minutes. Two sign-in sheets are passed around at each Intergroup meeting, one for the Recording Secretary and one for the Intergroup Chair.
- Creating an electronic file with the minutes from the recorder using a file format created for this purpose.
- Sending the minutes file in a timely manner prior to the next Intergroup meeting to the Intergroup Chair or designate who is responsible for forwarding the minutes via email to the Intergroup Board and Reps. (The Intergroup Chair specifies the timeline for submission.)

- Attending Board meetings between Intergroup meetings when called by the Chair.

Once the minutes have been approved, the recording may be deleted from the digital recorder. The written report is saved on the secretary's computer and on an Intergroup flash drive. A hard copy will also be kept.

The Recording Secretary maintains a binder and flash drive with the approved meeting minutes in paper and electronic forms and turns them over to the Archivist at the end of his/her term.

The Recording Secretary should make sure that up-to-date contact information is stored with these materials indicating to whom they should be given in the case that Recording Secretary is incapacitated in some way.

Helpful Skills and Characteristics:

- Communication skills.
- Reliability.
- Email, including attachments.
- Ability to record and retrieve minutes from the digital recorder.

Corresponding Secretary

Purpose: Intergroup is committed to keeping informed the meetings unable to send representatives to Intergroup.

Qualifications: Board members (including the Corresponding Secretary) are expected to have:

- Worked the Twelve Steps of OA for three months.
- Familiarity with the Twelve Traditions of OA.
- Three months current abstinence.
- Been a regular attendee of an active group for a period of one year.
- Served as an Intergroup Representative for a period of six months or served as one of the Intergroup *key volunteers* as described in Part III.

Once elected, Board members (including the Corresponding Secretary) are expected to:

- Maintain abstinence.
- Maintain membership in an active home group.

Term of Office: One year.

Service begins at the Intergroup meeting following the month of election. An individual may serve no more than two consecutive terms as Corresponding Secretary. After an interval of one year, a member may again be eligible for the Corresponding Secretary position.

Description of Activities: To keep the meeting contacts informed of Intergroup business, including the bullet points from each Intergroup meeting, the Corresponding Secretary will:

- Keep an up-to-date listing of email addresses for OA members who have asked to be added to the “community list.”
- Promptly delete from the community list anyone who requests such an action.
- Forward OA news to the community list as requested by Intergroup Board members and key trusted servants, in accordance with the Twelve Traditions, especially related to anonymity and no outside issues; *always as blind copy*. Non-OA related announcements will not be forwarded to the mailing list.
- Forward the Intergroup meeting monthly bullet list to the community list.
- Keep an up-to-date listing of US postal mail addresses and phone numbers for the meeting contact people.
- Be fiscally prudent. For example, mail or find someone to deliver “Is Food a Problem for You” pamphlets when requested by a meeting not represented at Intergroup or by a medical office.

- Participates in the annual budget cycle in the spring by providing a request to cover anticipated mailing and other expenses
- Attend Board meetings between Intergroup meetings when called by the Chair.

Helpful Skills and Characteristics:

- Excellent email skills including use of forwarding and Bcc.
- Communication skills, including responsiveness to requests.
- Understanding of the Twelve Traditions, particularly related to anonymity and no outside issues.
- Fiscal prudence.

Intergroup Treasurer

Purpose: Manage Intergroup finances.

Qualifications: Board members (including the Treasurer) are expected to have:

- Worked the Twelve Steps of OA for three months.
- Familiarity with the Twelve Traditions of OA.
- Three months current abstinence.
- Been a regular attendee of an active group for a period of one year.
- Served as an Intergroup Representative for a period of six months or served as one of the Intergroup *key volunteers* as described in Part III.

Once elected, Board members (including the Treasurer) are expected to:

- Maintain abstinence.
- Maintain membership in an active home group.

Term of Office: One year.

Service begins upon election. An individual may serve no more than two consecutive terms as Treasurer. After an interval of one year, a member may again be eligible for the Treasurer position.

Description of activity: The Intergroup Treasurer:

- Manages Intergroup income and expenses and maintains its checkbook.
- Pays Intergroup bills (e.g., rent, Answerphone) and reimbursements (e.g., printing).
- Maintains files with account deposit and bill receipts.
- Produces monthly reports for Intergroup meetings.
- Informs Intergroup of the financial ramifications of any proposed change in the current banking arrangements.
- Participates in the annual budget cycle.
- Attends Board meetings between Intergroup meetings when called by the Chair.

Upon Election:

- The new treasurer meets with the Intergroup designated bank contact at the bank to be added as a signatory on the account. The outgoing Treasurer should be removed by the Intergroup designated contact.

- Bank account information, passwords, and the business case holding the checkbook and other supplies and documentation are given to the new treasurer.
- A financial review of the outgoing treasurer's records is completed by an Intergroup volunteer Financial Reviewer. When the review is done the new Treasurer keeps these past records for reference until his/her term is complete, at which time they are given to the archivist.

Accounting:

Donations: The designated Intergroup mailbox key holder opens the mail and gives 7th tradition donation checks to the treasurer who deposits them into the Intergroup checking account. Most checks can be deposited from a cell phone by downloading and setting up the app for the bank.

Payments: All payments are made from the Intergroup checking account. Most payments can be made online at the bank's web site.

The treasurer keeps the Intergroup Debit Card that can be used for online purchases such as literature and 7th tradition payments to WSO and Region 6.

The treasurer pays regular "ordinary" expenses and reimbursements. *Ordinary* payments have been preapproved by Intergroup and include, but are not necessarily limited to: meeting room rent, postage, printing and folding, PO Box Rental, and Answerphone. Anything other than ordinary payments must be approved at an intergroup meeting and recorded in the group's minutes. The treasurer must have a receipt or invoice before issuing a payment.

The Treasurer issues a report at each Intergroup meeting listing: beginning account balance, ending balance, deposits, and checks written since the last report.

The checkbook and pertinent documentation are held in the business case provided by Intergroup. The Treasurer should make sure up-to-date contact information is stored in the case indicating to whom the case should be given if the Treasurer is incapacitated in some way.

Budget Procedure Timeline

The Intergroup budget year begins in November.

At the February meeting, Intergroup makes an announcement that chairs, coordinators, and volunteers need to think about their goals for the next year and funds that might be needed. The Treasurer provides data about the funds used in the past year and what projects were budgeted.

In March, the Intergroup Treasurer presents a motion with encumbrances requested, with recommendations for adjustments based on the current history of income.

In April, the budget allocations plan is placed on the agenda. Proposals for adjustments are discussed.

In May, any amendments are presented and discussed. A final budget allocations plan is adopted.

The Treasurer may ask other OA members to assist in the budgetary process.

At the End of the Term

At the end of his/her service term, the outgoing Treasurer:

- Turns over all records from their service time for financial review. Also turns records from the previous Treasurer to the Archivist.
- Turns over bank account information and online password access to his/her successor.
- Turns over the checking book, deposit slips, account stamp, and all supplies (e.g., postage stamps and envelopes) to his/her successor.
- Goes to the bank with the incoming Treasurer to change signatories.
- Turns over the Treasurer's folder of current information for details like:
 - accounts,
 - rent payments,
 - Answerphone autopay,
 - P.O. box auto renew, and
 - other special notes.

Skills and Characteristics:

Candidates for the Treasurer position must have:

- Honesty.
- Ability to handle money.
- Fiscal prudence.
- Ability to keep detailed records.
- Reliability with paying bills on time.
- Punctuality in producing monthly reports.

Part II: Region 6 and World Service Representatives

Region 6 Representation

The New York State Capital District Intergroup is part of Overeaters Anonymous' Region 6. Intergroup is entitled to send one Region 6 Representative for each ten meetings in Intergroup to the Region 6 Assemblies and one for any additional fraction of groups. For example, if Intergroup currently comprises 20 meetings it is entitled to two Region 6 Representatives; if it comprises 23 meetings, it is entitled to three Region 6 Representatives. Intergroup may also specify Region 6 Alternates who may step in to serve when a regular representative cannot attend a particular Region 6 Assembly. A current list of recovery meetings in the NYS Capital District Intergroup is produced in print and is posted on the web site.

The Region 6 Representative(s) and Region 6 Alternates are elected positions, but they are not part of the Intergroup Board. These representatives are elected during the same election cycle, but the Region 6 Representative has a different service term. A Region 6 Representative may concurrently serve as an Intergroup Representative or Intergroup Board member.

World Service Organization Representation:

The New York State Capital District Intergroup is also entitled to representation with Overeaters Anonymous' World Service Organization. The World Service Representative is a *delegate* elected to attend the annual World Service Business Conference.

Intergroup is entitled to one voting delegate for each 15 meetings in Intergroup and one for any additional fraction of groups. For example, if Intergroup currently comprises 20 meetings, it is entitled to two World Service delegates.

The World Service Representatives are elected positions, but they are not part of the Intergroup Board of Trusted Servants. These representatives are elected during the same election cycle. There are no term limits for a World Service Representative, but an application must be made each year to become a delegate.

Region 6 Representative

Purpose: Bring the group conscience of and represent Intergroup at the Region 6 Assemblies held twice annually (spring and fall). Communicate news and announcements from Region 6 for dissemination to local meetings within Intergroup.

Qualifications: Region 6 Representatives and Alternate are expected to have:

- Worked the Twelve Steps of OA for three months.
- Familiarity with the Twelve Traditions of OA.
- Six months current abstinence. (This is a Region 6 requirement.)
- Been a regular attendee of an active group for a period of one year.
- Served as an Intergroup Representative for a period of six months or served as one of the Intergroup *key volunteers* as described in Part III.

Once elected, Region 6 Representatives and Alternate are expected to:

- Maintain abstinence.
- Maintain membership in an active home group.

Term of Office: Two years, i.e., attendance at four Region 6 assemblies.

An individual may serve no more than two consecutive terms as Region 6 Representative (four years). After an interval of one year, a member is again eligible for the Region 6 Representative position.

Description of Activities: An Intergroup Region 6 Representative:

- Keeps apprised of Region 6 activities through mailings and its web site.
- Attends all Assembly meetings.
- Brings our Intergroup's group conscience on motions to Assembly and then participates in the group conscience process there.
- Brings information to Assembly from our Intergroup.
- Brings information from Assembly to our Intergroup for dissemination to meetings within our Intergroup in writing to the Intergroup Chair.
- Votes during election of Region 6 officers.
- Forwards Region 6 motions to the Intergroup Chair for inclusion in the next Intergroup agenda for voting within five (5) days of receipt from Region.
- Participates in Region 6 committee work and activities, attending appropriate meetings.
- Usually, the Region 6 Assembly is held in Albany. If the event is held elsewhere, a Region 6 Representative may request travel funding from Intergroup.

Helpful Skills and Characteristics:

- Honesty.
- Reliability.

Region 6 Alternate Representative

Purpose: Fill the duties of a Region 6 Representative when that elected representative cannot attend a Region 6 Assembly.

Qualifications: Region 6 Alternate Representatives are expected to have:

- Worked the Twelve Steps of OA for three months.
- Familiarity with the Twelve Traditions of OA.
- Six months current abstinence. (This is a Region 6 requirement.)
- Been a regular attendee of an active group for a period of one year.
- Served as an Intergroup Representative for a period of six months or served as one of the Intergroup *key volunteers* as described in Part III.

Once elected, Region 6 Alternates are expected to:

- Maintain abstinence.
- Maintain membership in an active home group.

Term of Office: One year.

A Region 6 Alternate Representative is elected for one year and attends assemblies when a Region 6 Representative is not able to attend. If a Region 6 Representative resigns their position, an Alternate may automatically become the Region 6 Representative until the next annual election. Fulfilling the remainder of such a year does not count toward the four-year consecutive term limit of being a Region 6 Representative. There are no term limits for a Region 6 Alternate Representative, but in accordance with tradition, changing service every few years is preferred.

Description of Activities: An Intergroup Region 6 Alternate Representative:

- Keeps apprised of Region 6 activities through mailings and its web site.
- When standing in for the usual Region 6 Representative, performs all the usual Representative functions including reporting back to Intergroup. (See Region 6 Representative description.)

Helpful Skills and Characteristics: same Region 6 Representative listed above.

World Service Business Conference Representative

Purpose: Bring the group conscience of and represent Intergroup at the World Service Business Conference (WSBC). Communicate news and announcements from the WSBC for dissemination to local meetings within Intergroup.

Qualifications: The World Service Business Conference Delegate/Alternate must:

- Have at least one year of current abstinence.
- Have at least two years of service above the group level as outlined and defined in OA Bylaws, Subpart B, Article X, Section 3, Paragraph C, subparagraph 1.

Permission for any exception in qualifications for valid reasons, if deemed credible by the trustees, may be received by application to the World Service Office.

Term of Office: One year, i.e., attendance at one World Service Business Conference.

There are no term limits for a World Service Representative, but an application must be made each year to become a delegate.

Description of Activities: A World Service Business Conference Representative:

- Attends the World Service Business Conference usually in held in late spring in Albuquerque, New Mexico.
- Brings our Intergroup's group conscience on any motions up for voting and then participates in the group conscience process there.
- Brings information from WSBC to Intergroup for dissemination to meetings within our Intergroup.

To maximize the benefits to all OA members served by Intergroup, upon returning the elected delegate must:

- Submit a comprehensive written report to Intergroup within 30 days.
- Provide a brief oral report to an Intergroup meeting within three months.
- Provide an oral report at an open OA event within one year.
- Visit at least three meetings and provide a brief oral report.

A candidate for this service must submit an application form to Intergroup no later than the October meeting prior to the conference.

Depending on its financial situation, Intergroup may provide very limited funding for expenses to attend this conference. Candidates are encouraged to apply for funding from Region 6 and World Service.

Helpful Skills and Characteristics:

- Communication skills, including report writing.
- Comfort in delivering oral reports.
- Resourcefulness to obtain funding.
- Willingness to travel.

World Service Business Conference Representative Application

Fill out the following information completely. Answer all questions.

Name, Phone Number, Email Address:

What meeting(s) do you usually attend? _____

1. Do you now meet the abstinence and service criteria? If not, do you anticipate meeting the criteria by April yyyy? If not, explain why we should seek an exception for you to be our delegate.
2. If chosen as delegate, do you agree to perform the reporting services detailed in the position description in our *Policies & Procedures* when you return?
3. The estimated cost of this travel is \$1,200-\$1,500. If you are chosen as delegate and Intergroup cannot fund the entire amount, how much financial support are you willing to offer? Include ways you may reduce the cost to Intergroup. For example, will you apply for scholarship money from Region 6 or WSO?
4. Describe why you want to attend this conference. What do you hope to accomplish? Are there any WSO issues that are particularly “burning” for you? How do you see yourself representing the Capital District Intergroup?
5. If there are multiple applicants for this service, describe why Intergroup should send you. What do you offer that makes you the best candidate?

Part III: Key Intergroup Volunteer Positions

As specified in the Intergroup Bylaws Article IX, Intergroup recognizes several key service positions that are filled by volunteers rather than through the Board nomination and election process. A comprehensive list of volunteer positions is available from Intergroup. The list includes committee chair positions, stand-alone responsibilities such as the Archivist and Webmaster, and types of committee members. Detailed descriptions of the responsibilities and functions of each of these positions are provided in this part of the *Policies & Procedures*.

Volunteers serve one-year terms and may volunteer again for the same position. There are no official term limits on these positions, but individuals are encouraged to change after a couple years in one position. Volunteers are not “elected” as the Board Members and Representatives are, but they are listed and recognized at the fall elections meeting in October.

Actions in Recovery (AIR) Chair

Purpose: To ensure the Actions in Recovery (AIR) discussion sessions are well organized and advertised. AIR discussions focus on actions and solutions, rather than on thoughts and problems.

Description of Activities:

The AIR Chair coordinates all aspects of the discussion series:

- Determines a question for each discussion that is *action-oriented* and of general interest to our local OA recovery community. Topics of interest can often be identified by asking for suggestions at individual recovery meetings.
- Presents the question to Intergroup at least two months ahead.
- Produces a color flyer to advertise the discussion.
- Sends an electronic copy of the flyer to the Corresponding Secretary for distribution to the community email list.
- Recruits an appropriate leader to read the AIR script and monitor the time.
- Works with the leader ahead of time, if needed, on techniques to keep the sessions on track and dealing with people who talk too long or are inappropriate.
- Brings the AIR binder, AIR Guidelines poster and table tents, and current flyer to the AIR session.
- Sets up the AIR table tents with the discussion guidelines on the tables.
- Gives the binder with the AIR script to the leader.
- Makes sure the binder and other materials are returned to Intergroup storage.
- Send a short event summary report on the session to the Intergroup Archivist.

Helpful Skills and Characteristics:

- Ability to plan ahead, flexibility, and have a back-up plan.
- Willingness to look for leaders beyond the Delmar recovery meeting and ask them to lead the sessions.
- Willingness to work with leaders to develop effective communication techniques for keeping discussions on track.
- Reliability.
- Attention to detail.
- Brainstorming.
- Flyer editing.
- Email: attachments.

Answerphone Messages Coordinator

Purpose: To ensure that messages left on the Intergroup Answerphone are heard and responded to promptly.

Description of Activities: The Answerphone Messages Coordinator:

- Enlists reliable volunteers to check the messages on Answerphone.
- Creates a schedule for those volunteers to ensure coverage.
- Trains volunteers in how to check for messages.
- Maintains the confidential file with directions for volunteers including the Answerphone passwords.
- Requests password changes when needed from the Answerphone Updates Editor.

The Answerphone Messages Coordinator makes coverage assignments at his/her discretion and may refuse to assign any individual who has proven inadequate for this important service in the past.

Helpful Skills and Characteristics:

- Scheduling.
- Communication skills.
- Organizational skills.
- People skills.
- Comfort with email.

A team of reliable volunteers is needed to check messages.

Answerphone Updates Editor

Purpose: To ensure information on the Intergroup Answerphone is up to date.

Description of Activities: The Answerphone Updates Editor:

- Updates the various messages on Answerphone. For example, when there is a change in a meeting's information, the Answerphone Updates Editor updates both the city and day listings for that meeting.
- Maintains the current messages script.
- Maintains a log of changes made to the script.
- Coordinates between Answerphone personnel and Intergroup (technical matters, troubleshooting, and obtaining statistics requested by Intergroup).
- Send a back-up copy of the script to the Archivist after any changes.
- Provides orientation as needed to a new Editor.

The procedure for making the Answerphone updates is detailed in the confidential file for the Answerphone Updates Editor which includes password information. This information is passed from the outgoing Editor to the new incoming Editor when the position changes hands.

Answerphone Technical Assistance

Our contact person at Answerphone is Stephanie Lewinski. She can be reached at 518-489-1552. If she is not available, there will likely be someone else who is. Stephanie assists with technical issues. She can also provide usage statistics.

Helpful Skills and Characteristics:

- Communication skills.
- Organizational skills.
- Good phone voice.
- Editing skills to maintain the script.
- Email skill with attachments.

Archivist

Purpose: To maintain Intergroup records over time.

Description of Activities: The Archivist maintains and stores Intergroup records in print and electronic formats including:

- Five years of Intergroup meeting approved minutes, including the Treasurer's reports and copies of any handouts.
- Seven years of Intergroup financial records.
- Most recent Answerphone script.
- Event reports.
- Records from Intergroup Committee projects and reports.
- Five years of meeting lists.
- Current and past Bylaws.
- Policies & Procedures.

The Archivist holds the Intergroup trove of materials and is responsible for the organization of the records. The Archivist should make sure that up-to-date contact information is stored with the materials indicating to whom the materials should be given in case the Archivist is incapacitated in some way.

Members of the Intergroup Board may request specific back records from the Archivist related to current issues under discussion.

Helpful Skills and Characteristics:

- Strong organizational skills.
- Detail-oriented.
- Ability to ask for needed records and materials.
- Reliability.

Calendar Coordinator

Purpose: The Calendar Coordinator is responsible for maintaining a current list of OA recovery events/dates and regularly sending that list to the Intergroup Chair, the Intergroup Web Coordinator, and the Intergroup Corresponding Secretary.

Description of Activity: The Calendar Coordinator maintains a current list of OA recovery events and important dates called: *Important Dates for NYS Capital District OA Members*. (See “Sample OA Important Dates List” for details.) The chief purpose of the list is twofold: (1) aid Intergroup and local meetings in planning; and (2) provide a calendar for local OA members. To keep the list up to date, the Calendar Coordinator will:

- Use a non-identifying email address to join and monitor events/news lists from WSO and Region 6 for recovery events, news, and important dates in OA recovery.
- Join and similarly monitor our local community email list.
- Monitor Intergroup meeting bullet lists.

The Calendar Coordinator will email the latest Important Dates list by noon on the Tuesday prior to the monthly Intergroup meeting to the:

- Chair, for inclusion with the call to meeting.
- Web Coordinator, for posting to our web site “Calendar” page.
- Corresponding Secretary, for emailing to the community list.

The Calendar Coordinator must follow the OA Twelve Traditions in all communication, specifically making sure that outside issues (such as non-OA events) and identifying email addresses (such as those including last names) are not posted on the *Important Dates* lists. The Calendar Coordinator is not responsible for researching missing or confusing information submitted to them and may request clarification as needed.

The OA Important Dates list will be kept neatly formatted in date order, have single lines only, focus on local events, and be no more than one page. The list will minimally include:

- Our Intergroup meetings, including a notation on dates the printed meeting list will be distributed.
- Local recovery events such as share-a-thons, AIR and JAUS discussions, and workshops.
- Scheduled outreach visits.
- Region 6 Assemblies and Convention.
- Annual World Service Business Conference (WSBC).
- World Service Office (WSO) Convention (every three years).
- Important WSO dates qualified with: (WSO).

Event details, news items, and deadlines are not included.

Local recovery events listings include day, time, place, and contact information if readily available. Recovery events from outside the local area may be included with the day, town, and state. Contact names, phone, and email addresses for non-local events may be included if kept to one line.

The Calendar Coordinator must use a non-identifying email address.

Helpful Skills and Characteristics:

- Word Processing.
- Ability to use email, including forwarding an email and opening attachments.
- Ability to search the Internet.
- Organizational skills.
- Timeliness.

Important Dates for NYS Capital District OA Members – SAMPLE 8/7/18

Aug 18, 2018	Sponsorship Celebration 10:15-11:45 † Sponsorship Day (WSO)
Sept. 8, 2018	Just Ask US (Q&A panel) 10:10-11:00 † Intergroup 11:00-11:30 †
Sept 29, 2018	Region 6 Assembly, Albany
Oct 13, 2018	Intergroup 10:10-11:30 †*
Oct 26-28, 2018	Region 6 Convention, Portland, Maine
Nov 17, 2018	AIR discussion 10:10-10:45 † Intergroup 10:45-11:30 † IDEA: International Day Experiencing Abstinence (WSO)
Nov 22, 2018	Special Thanksgiving Day Meeting, 9:30-11:00, Unity Church, Albany
Dec 8, 2018	Intergroup 10:10-11:30 †
Dec 12, 2018	Twelfth-Step Within Day (WSO)
Jan 12, 2019	Intergroup 10:10-11:30 †*
Jan 20, 2019	OA's birthday! (WSO)
Jan 26, 2019	Share-a-thon † Details TBA
Feb 9, 2019	AIR (discussion) 10:10-10:45 † Intergroup 10:45-11:30 †
Feb 24, 2019	Unity Day (WSO) 11:30
Mar 9, 2019	Intergroup 10:10-11:30 †
Apr 13, 2019	AIR (discussion) 10:10-10:45 † Intergroup 10:45-11:30 † *
May 6-11, 2019	WSBC (WSO)
May 11, 2019	Intergroup 10:10-11:45 †
June 8, 2019	AIR (discussion) 10:10-10:45 † Intergroup 10:45-11:30 †
July 13, 2019	Intergroup 10:10-11:30 † *
Aug 10, 2019	Intergroup 10:10-11:30 †
Aug 17-18, 2019	Sponsorship Day (WSO)
Sept 14, 2019	Just Ask US (Q&A panel) 10:10-11:00 † Intergroup 11:00-11:30 †
Oct 19, 2019	Intergroup 10:10-11:30 † *
Nov 16, 2019	AIR (discussion): 10:10-10:45 † Intergroup 10:45-11:30 †
Nov 16-17, 2019	International Day Experiencing Abstinence (IDEA) (WSO)
Nov 28, 2019	Special Thanksgiving Day Meeting, 9:30-11:00, Unity Church, Albany
Dec 12, 2019	Twelfth Step Within Day (WSO)
Dec 14, 2019	Intergroup 10:10-11:30 †

Key

† Delmar Reformed Church, Delmar
 * New printed meeting list is distributed.
 (WSO) OA World Service Organization
 All times are A.M. unless noted.

Updates

Send updates to the Calendar Coordinator by the
 1st of each month: keuka79@juno.com

Event Chair

Purpose: To ensure Intergroup-sponsored events are well organized, on purpose, and within budget.

Description of Activities: An Event Chair coordinates all aspects of an event including recruiting an appropriate team of volunteers for the event committee. The committee is responsible for:

- Acquiring and arranging appropriate space for the event.
- Arranging speakers and accommodating their needs.
- Event promotion, e.g., flyer development and electronic announcements.
- Budget (an event “treasurer” is recommended).
- Registrations.
- On-site delivery of the event.
- Clean up.
- Follow-Up:
 - Evaluation,
 - report to Intergroup on the event,
 - paying all bills, and
 - turning over the net proceeds to the Intergroup treasurer for deposit or distribution as determined by Intergroup.

Events such as “share-a-thons” should be self-sustaining through 7th tradition contributions or included activities such as auctions. Workshops may be funded directly by Intergroup without participants sharing in the costs.

There are some specialized events with Chairs who have specific responsibilities beyond those listed above, including:

- Actions in Recovery Discussion Series Chair (AIR Chair) – see page 23.
- Just Ask US (JAUS) Moderator and Panelists – see page 33.

Helpful Skills and Characteristics:

- Organizational skills.
- Ability to plan ahead, flexibility, have a back-up plan.
- People skills.
- Reliability.

A team of reliable volunteers is needed to work with the chair on the various duties itemized above.

Financial Reviewer

Purpose: Review Intergroup financial records when the Treasurer trusted servant position changes from one person to another to ensure the Intergroup financial records are in order.

Qualifications: OA member with familiarity with Intergroup functioning.

Description of activity:

The Financial Reviewer position is occasional, usually only needed briefly in the fall every two years. A Financial Reviewer is not an official *auditor*.

The Financial Reviewer:

- Takes all records from the outgoing Treasurer for review including the check register, bank statements, invoices, receipts, and Treasurer reports from their term.
- Compares expenditures listed in the check register to bank statements and Treasurer's report, checks for appropriate documentation, verifies that items other than ordinary expenses were approved in the Intergroup minutes.
- Compares deposits from monthly bank statements with the Treasurer's reports and check register ensuring that for each deposit there is either a check noted with bank deposit confirmation number and date or a bank receipt.
- Compares the account balances listed on the treasurer's report to the bank statements.
- Produces a summary report of the financial review and submits it to Intergroup.

After the review is completed and the summary report has been given to Intergroup, the records are given to the new Treasurer for reference. The older records are given to the archivist who maintains seven years of financial records.

Helpful Skills and Characteristics:

- Detail-oriented.
- Able to follow financial reports.
- Able to follow bank statements.

Getting Started Contact List Coordinator

Purpose: To ensure that newcomers have someone they can talk to and get answers to their questions even before they have sponsors.

Description of Activities:

Intergroup provides a list of volunteers willing to take calls from newcomers and to assist them with their questions or finding a sponsor called the “Getting Started Contact List.” The “Getting Started Contact List” Coordinator:

- Puts together a group of abstinent volunteers for the list.
- Edits and produces a new list annually.
- Ensures that Intergroup reproduces and distributes the list at least twice a year.

The List Coordinator may use discretion and choose not to include any volunteer for the list they deem unsuitable for interacting appropriately with newcomers.

Helpful Skills and Characteristics:

- Ability to reach out and ask for volunteers.
- Word processing/editing.

A group of qualified volunteers is needed who are willing to be listed on the “Getting Started Contact List” and to take calls from newcomers.

Just Ask US (JAUS) Coordinator

Purpose: To ensure the Just Ask US sessions are well organized and advertised.

Description of Activities:

The JAUS Coordinator manages all aspects of the panel ask-it basket event including:

- Producing a flyer for the event.
- Recruiting an appropriate moderator for the event.
- Giving the moderator the script and answering any questions beforehand.
- Providing the moderator with the name placards for the day of the event.
- Recruiting three experienced OA panelists.
- Sending the panelist “hints” sheet to each panelist beforehand.
- Sending panelists reminders the day before the event.
- Enlisting a timer from the attendees and arranging a three-minute subtle signal.
- Room preparation including seating arrangements for the panelists, timer, and moderator.
- Attending the event and listening for evaluative feedback about the event.
- Thanking the panelists, timer, and moderator afterwards. Ask for suggestions.

Helpful Skills and Characteristics:

- People skills.
- Organizational skills.
- Detail-oriented.
- Ability to plan ahead, flexibility, have a back-up plan.

The coordinator needs an excellent moderator and qualified panelists.

Literature Coordinator

Purpose: To ensure that meetings are aware of new literature published by WSO and that all meetings have supplies of key publications.

Description of Activities:

Intergroup provides certain literature items to all its constituent meetings free of charge. The current list of these items is provided in the *Policies & Procedures Literature List* and is updated as changes are made by Intergroup. The Literature Coordinator has responsibility for:

- Keeping current with any new or updated literature published by WSO and informing Intergroup of these items.
- Proposing purchase of new titles or standard literature as need dictates.
- Ordering and distributing literature from WSO.
- Participates in the annual budget cycle in the spring by submitting an appropriate literature budget request.

OA-approved literature is ordered from the Bookstore on the OA World Service web site oa.org. The Treasurer has set up an account so that the Literature Coordinator can use the Intergroup debit card to pay for literature orders.

The Literature Coordinator may choose to use the Intergroup debit card for literature orders, be reimbursed by the Intergroup Treasurer for literature purchases, receive an advance for purchases, or use other means of payment decided by Intergroup.

Helpful Skills and Characteristics:

- Organizational skills.
- Comfortable with searching online.
- Comfortable with ordering online.
- Reliable.
- Honest.

Literature List

As of 7/14/18

Intergroup regularly provides the following items free of charge to its constituent meetings:

- “Is Food a Problem for You?” pamphlets.
- “Where Do I Start?” pamphlets.
- Focus on Anorexia and Bulimia Packets.

Intergroup provides the following free of charge to medical practitioners:

- “Is Food a Problem for You?” pamphlets.

Mailbox Key Holder

Purpose: To ensure Intergroup mail is picked up from its P.O. Box on a regular basis and distributed appropriately.

Description of Activities:

The Mailbox Key Holder picks up Intergroup mail from the P.O. Box located, as of 8/15/15, in the Post Office in Stuyvesant Plaza at the corner of Western Avenue and Fuller Road in Guilderland. The box number is 38125.

The Intergroup mailing address is:

P.O. Box 38125
Albany NY 12203

A second key is held as backup in emergencies by one of the trusted servants or an Intergroup designee.

Mail should be reviewed and distributed to the Intergroup Chair, Treasurer, Region 6 Representative, or others as appropriate.

Helpful Skills and Characteristics:

- Ready access to Stuyvesant Plaza.
- Honesty.
- Flexibility.

Meeting List Coordinator

Purpose: To provide up-to-date written lists of all the meetings comprising Intergroup.

Description of Activities: The Meeting List Coordinator produces up-to-date meeting lists on a schedule approved by Intergroup by:

- Regularly soliciting updates to meeting information. Since update requests are included in Intergroup meeting minutes and are printed on the meeting lists, the Coordinator should use a non-identifying email address.
- Announcing deadlines for updates through Intergroup.
- Editing the meeting list file.
- Ordering print copies of the latest meeting list in varying and distinct colors. Intergroup determines the printing frequency and number of copies to be produced.
- Providing the webmaster with the latest file copy.
- Providing both print and file copies of the latest version to the Archivist.
- Informing the Answerphone Updates Editor of all changes.
- Updating the WSO meeting database.
- Ensuring that Intergroup meeting times and locations are provided on the list.
- Sending both an electronic and a paper copy of each new list to the Intergroup Archivist.
- Participates in the annual budget cycle in the spring by submitting an appropriate printing budget request.

The Meeting List Coordinator is expected to be fiscally prudent in searching out “good deals” for copying. For example, the UPS on Western Avenue maintains a prepaid account with an optimal per copy cost. A similar account was set up in Clifton Park for convenience.

Helpful Skills and Characteristics:

- Word processing.
- Communication.
- Email.
- Reliability.
- Fiscal prudence.

Outreach Visit Coordinator

Purpose: To extend Intergroup contact to all meetings, especially those outside the immediate Albany area where Intergroup meetings are held. To bring information about Intergroup services directly to meetings and to inquire of those meetings what Intergroup can do to specifically support those meetings and their members.

Description of Activities: The Outreach Visit Coordinator recruits a team of volunteers that form the Outreach Committee. The Coordinator:

- Contacts various meetings and makes arrangements for appropriate visit dates.
- Calls committee members to form a visit group.
- Designates a visit team leader who assembles all materials for the visit (see Outreach Visit Coordinator Appendix: Outreach Visit Checklist) and completes the follow-up report.
- Designates the driver who is responsible for having accurate directions, coordinating when/where the members get together, and enduring that visit team members arrive for the meeting on time.
- Reports to Intergroup on the results of the visits.
- Participates in the annual budget cycle in the spring by submitting an appropriate travel budget request.

The Outreach Coordinator considers requests for visits and makes decisions as to when and where visits are made. Past Coordinators have found it beneficial to plan to attend a meeting on the day of the business meeting to allow more time for discussion.

The Outreach Coordinator is also a point of contact for those requesting a home visit meeting for a homebound individual and works with a home visit coordinator to facilitate such meetings.

Helpful Skills and Characteristics:

- People skills.
- Organizational skills.
- Willingness to make phone calls.
- Driving.
- Ability to plan ahead, flexibility, have a back-up plan.

A team of volunteers is needed to go on the outreach visits.
--

Outreach Visit Committee Chair

Appendix: Outreach Visit Checklist

Meeting Day/Time	
Visit Date	
Visit Team Leader	
Driver	
Other Visit Team Members	
Materials to Bring	
Message(s) to be Delivered	
Follow Up/ Results	
Comments	

Policies & Procedures Committee Chair

Purpose: To maintain and facilitate the updating of the Intergroup Bylaws and associated *Policies & Procedures* to ensure continuity in service positions and activities.

Description of Activities: The Policies & Procedures Chair assembles a committee whose responsibilities include:

- Assessing current Intergroup Bylaws and *Policies & Procedures*, and (when applicable) submitting recommendations for updating same.
- Assisting in language and format for implementation as warranted, for any other changes proposed.
- Reviewing any changes suggested by Intergroup members for changes to the *Policies & Procedures*.
- Participating in the annual budget cycle in the spring, particularly when printing costs for a new version are anticipated.

Changes: When Intergroup Bylaws are changed:

- Any amendments approved by Intergroup will be incorporated into the Bylaws and updates provided at the next Intergroup meeting.
- The Bylaws and *Policies & Procedures* will be posted on the Intergroup web site and copies will be provided to all groups and Intergroup officers.
- The Policies & Procedures Chair will send a copy of the newly approved version of the Bylaws to the Region 6 trustee for processing and WSO approval.

Any member of Intergroup may suggest changes to the *Policies & Procedures* to the Chair.

The Policies & Procedures Committee may update the *Policies & Procedures* to reflect current information and practices without formal approval of Intergroup. Through Intergroup, all its member groups will be notified of any changes.

Helpful Skills and Characteristics:

- Attention to detail.
- Ability to edit large documents.
- Knowledge of the workings of Intergroup and its various committees.
- Familiarity with the Twelve Traditions and Twelve Service Concepts.

Public Information Committee Chair

Purpose: Develop projects to inform the public and to carry the message of recovery to compulsive eaters who still suffer.

Description of Activity:

The Chair of the Public Information Committee will coordinate a team of volunteers who will develop and participate in activities such as:

- Sending postal mailings to select professionals (e.g., social workers, EAP Coordinators, and medical professionals).
- Creating public posters for display (e.g., on benches, busses, movie screens).
- Providing a booth at appropriate health fairs and activities.
- Giving guest lectures to groups as requested.
- Arranging for public service announcements on local TV and radio.
- Placing OA fliers in public places and on community bulletin boards (e.g., “Is Food a Problem for You?” listing the OA local Answerphone number).
- Donating OA books to local libraries.

The Committee will ensure that all activities conform to the Traditions and Concepts.

The Chair participates in the annual budget cycle in the spring requesting funds for future projects.

When a project is conceived, the Committee will investigate funding from various sources: not only Intergroup, but also from Region 6 and World Service. In keeping with Tradition 7, no outside support will be solicited or accepted. The Chair will report on its plans and the progress of the Committee’s activities to Intergroup.

Helpful Skills and Characteristics:

- Resourcefulness.
- Creativity to develop new projects.
- Team leadership,
- Familiarity with the Twelve Traditions.

A team of volunteers is needed to brainstorm ideas for projects, find funding for them, execute them, and evaluate their success.

Resource Person

Purpose: Provide an active role for OA members with long-term recovery and service experience.

Description of Activity:

The Resource Person works with the Intergroup Board to develop and execute activities and projects to support the goals of Intergroup while taking advantage of their long-time experience, strength, and hope.

Helpful Skills and Characteristics:

- Resourcefulness.
- Creativity to develop new projects.
- Team leadership.

Service & Inclusion Chair

Purpose: To garner candidates to serve as Intergroup trusted servants, delegates, representatives, committee chairs and members, and key volunteer position holders.

Description of Activities:

The Service & Inclusion Chair assembles a group of volunteers whose responsibilities include:

- Updating and circulating the list of Intergroup service positions.
- Contacting members of the fellowship and discussing possibilities for service.
- Interviewing candidates for Intergroup Board positions to detail qualifications.
- Presenting to Intergroup a list of candidates who have expressed interest in the various positions.
- Preparing ballots for a confidential vote.

Helpful Skills and Characteristics:

- Familiarity with many OA members.
- Familiarity with Intergroup structure and needs.
- Persistence.
- Dedication.
- Familiarity with the Twelve Traditions and Twelve Service Concepts.

A team of volunteers is needed to brainstorm candidate names and approach individuals to discuss possibilities for service. Volunteers also mentor others in service positions.

Twelfth-Step Within Committee Chair

Purpose: To develop and lead projects to support members in program or former members who have left program, including specifically members who are in relapse. The twofold purpose is to prevent relapse among struggling members and to reach out to people who have relapsed and left OA.

Description of Activity:

The Chair of the Twelfth-Step Within Committee will lead and coordinate a team of volunteers who devise projects to support members in program, especially those in relapse as well as those who may have left program. Activities may include:

- Coordinating projects to make calls and electronic contact with members who seem to be MIA in program. Such activities might resemble the 100 Calls Project (see Part IV, p. 61).
- Creating a recovery from relapse themed meeting.
- Creating events and workshops aimed at maintaining abstinence.
- Researching Twelfth-Step Within materials from Region 6 and World Service.
- Participating in the annual budget cycle in the spring requesting funds for future projects.

Helpful Skills and Characteristics:

- Willingness to make phone calls.
- Ability to reach out.
- Creativity.
- Familiarity with the Twelve Traditions, especially anonymity.

A team of volunteers is needed to work on projects, do research, and make calls and electronic contact with members.

Webmaster

Purpose: To provide online access to information about the local OA meetings, Intergroup services and activities, and OA as a whole.

Description of Activities:

The Webmaster maintains and updates the Intergroup web pages and coordinates with the internet service provider. The Webmaster routinely:

- Adds the most current meeting list provided by the Meeting List Coordinator.
- Posts the Intergroup meeting bullet points list.
- Provides links to the current meeting list and to special event and activity announcements.

The webmaster also:

- Adds other materials as approved and requested by Intergroup.
- Regularly checks that the web site is up and operating.
- Communicates as needed with the internet service provider.
- Ensures that the service provider is paid in a prompt fashion.

The Intergroup web site as of 8/15/15 is: oanyscd.org

The Internet Service Provider is currently BlueHost and the fees have been paid through 1/1/21 with an agreed upon monthly rate of \$14.99 after that.

Helpful Skills and Characteristics:

- Technical skills, including familiarity with web-editing software and ability to research and learn new web skills as needed.
- Communication skills.
- Organizational skills.
- Excellent grammatical and spelling skills.
- Ability to follow directions regarding installations of files.

A team of volunteers is needed to provide input for the web site, including a web share coordinator, members who write for the Members Share section, and others who edit the incoming shares.

Web Share Coordinator

Purpose: The Member Share section of the Intergroup web site provides an outlet for members to share their experience, strength, and hope to encourage the newcomer and each other. The Web Share Coordinator manages the process by which shares are received, edited, approved, and posted.

Description of activity:

The Web Share Coordinator is responsible for:

- Monitoring a generic email address to which member web shares are sent.
- Working with two or more Web Share Editors.
- Forwarding share submissions to an appropriate Web Share Editor with a requested turnover time.
- Forwarding edited shares to the Webmaster for installation.

Helpful Skills and Characteristics:

- People skills.
- Time management.
- Detail oriented.
- Solid grasp of correct grammar and spelling.
- Familiarity with the Twelve Traditions.

Web Share Editor

Purpose: The Member Share section of the Intergroup web site provides an outlet for members to share their experience, strength, and hope to encourage the newcomer and each other.

Description of activity:

Each Web Share Editor is responsible for:

- Editing articles.
- Ensuring that both the topics and content of the articles are in keeping with the Twelve Traditions and maintain an atmosphere of recovery. In particular, care should be taken to maintain the spirit of having no opinion on outside issues, attraction rather than promotion, and anonymity as dictated by Traditions 10 through 12.
- Sending completed articles to the Web Share Coordinator for future posting on the Intergroup web site.

Helpful Skills and Characteristics:

- Excellent grammar and spelling.
- Email, including attachments and forwarding.

Web Share Writer

Purpose: The Member Share section of the Intergroup web site provides an outlet for members to share their experience, strength, and hope to encourage the newcomer and each other.

Description of activity:

Web Share Writers describes their personal experiences, strength, and hope in short articles intended for the local OA web site. A Writer sends their article to one of the Web Share Editors who checks that the topic and content of the article are in keeping with the Twelve Traditions and maintain an atmosphere of recovery. Care should be taken to maintain the spirit of having no opinion on outside issues, attraction rather than promotion, and anonymity as dictated by Traditions 10 through 12.

Helpful Skills and Characteristics:

- Writing skills.
- Email, including attachments and forwarding.

Part IV: Current Practices

This section of the *Policies & Procedures* details various practices that have received Intergroup approval over the years. It is the “institutional memory” of Intergroup. Included are:

- goals;
- meeting disciplines;
- nominations and elections process;
- schedule of Intergroup meetings;
- financial practices;
- current budget;
- how to do a 60-30-10 distribution;
- financial support for meetings;
- 100 calls outreach project; and
- annual events:
 - January Delmar share-a-thon;
 - Action in Recovery discussions: February, April, June, November; and
 - Just Ask US panel: September.

Goals

In 2016, Intergroup reaffirmed three basic goals:

1. Develop projects to spread the message of OA to those outside the fellowship.
2. Develop projects to strengthen recovery within the fellowship.
3. Represent our constituency at Region 6 and the World Service Business Convention.

The Intergroup Chair produces an annual report itemizing how each goal was addressed during the year. These reports are available on the Intergroup Web Site.

Meeting Disciplines

In 2016, several Intergroup members attended a Region 6 workshop on strengthening Intergroup in which it was emphasized that it is Intergroup's role to help members recover. It is not Intergroup's role to be detail oriented. As a result of that workshop, we restated our goals, restructured our Intergroup meetings to be less administrative and more substantive, moved away from voting and toward group conscience instead, and agreed on discussion *disciplines* for our meeting.

During the 2016-2018 period the following meeting disciplines were adopted:

- The Chair will start and end our meeting promptly.
- The Chair keeps the discussion in accordance with the agenda, and all members can help the Chair in this goal with a gentle reminder of, “***Agenda, please.***”
- Our *Bylaws* say we operate by *Robert's Rules of Order*. This allows the suspension of a motion, second, and vote when the matter is routine business, of little importance, or there is clearly unanimous consent. The Chair may say, for instance, “***Hearing no objection, the report will be adopted.***”
- Raise your hand to be recognized. If you have been an active participant in the discussion, consider waiting to raise your hand in order to give your fellows time to process. Likewise, the Chair may wait for those in thought to raise their hand before calling on anyone.
- Only items on the agenda will be discussed, unless there is time at the end or there is a time-sensitive matter.
- If your report was distributed with the agenda, the entire report does not need to be given verbally at our meeting. You or the Chair may ask if there are questions.
- Some details are more appropriate for committee discussion outside our meeting.
- Tradition calls for decisions by group conscience — which is not the same as majority rule. Consensus is favored over voting.
- We do not eat in Intergroup meetings, and we encourage members to follow their individual food plans by stepping out of the room if they need to eat during Intergroup meeting time.
- The Chair can excuse him/herself from a meeting for any reason and ask the Vice-Chair or someone else to take over. Anyone can request the agenda be changed to accommodate their need to leave early, eat, etc.

Nominations and Elections Process

Purpose: To garner candidates and elect them to serve as Intergroup Trusted Servants, delegates, and representatives. To accept volunteers for the Key Intergroup Positions, e.g., committee chairs. To enlist participants in Intergroup activities and committees.

Description of Process: The schedule of elections is as follows:

1. During the late spring and summer, the Service & Inclusion (SI) committee works to assemble a slate of candidates to fill the Trusted Servant positions in the fall.
2. The proposed candidates are presented at the September Intergroup meeting. Additional nominations may be put forth from the floor.
3. At the October Intergroup meeting additional nominations may be made from the floor. All Board candidates need to be present to answer any questions the membership may have or send an acceptable written statement of intent. Elections take place by written ballot.
4. At the same meeting, a list of volunteers for the Key Intergroup Positions is presented and accepted.
5. Between October and November any transition operations take place (e.g., changing signatories at the bank, transferring files, and a financial review if the Treasurer position is changing).
6. At the November meeting the new Board of Trusted Servants and Key Volunteers begin their duties.

Intergroup Meeting Schedule

The schedule of Intergroup meetings is set and posted:

- on the Intergroup web site;
- in the current listing of area recovery meetings; and
- on each meeting agenda.

The schedule is also part of the list of Important Dates for Capital District OA Members maintained by the Calendar Coordinator.

Dates and Times:

1. Intergroup usually meets on the second Saturday of the month following the regular Saturday meeting in Delmar.
2. If the second Saturday is part of a national holiday weekend (e.g., in February or October), Intergroup meets the third Saturday of that month.
3. The usual time for Intergroup meetings is 10:10 a.m. to 11:30 a.m.
4. Four times a year Intergroup holds a discussion as part of its *Actions in Recovery* series. On these months (February, April, June, and November), the start of an abbreviated Intergroup meeting is 10:45 a.m.
5. Once a year in September Intergroup holds a panel “ask-it basket” event called *Just Ask US* and the start of the abbreviated Intergroup meeting is 11:00 a.m.

Location:

Intergroup’s current meeting location is the Delmar Reformed Church at 386 Delaware Avenue in Delmar, NY 12054.

Changes:

The meeting times may only be changed by Intergroup according to group consensus.

Financial Practices

Purpose: To detail the financial operations and provide specific details and schedules referenced in the Intergroup Bylaws.

Practices:

1. The Treasurer, in consultation with the financial committee if there is one, produces a Financial Plan for the upcoming year (November-October) including:
 - A list of required expenses (e.g., rent).
 - A list of previously approved routine expenditures (e.g., postage).
 - A recommendation for encumbrances for the active Intergroup committees.A copy of this plan is included in the Intergroup *Policies & Procedures*.
2. Individual (personal) donations to Intergroup are capped at \$1,000 annually.
3. Individual bequests to Intergroup are capped at \$5,000.

Budget Procedure Timeline

The Intergroup budget year begins in November.

At the February meeting, Intergroup makes an announcement that chairs, coordinators, and volunteers need to think about their goals for the next year and funds that might be needed. The Treasurer provides data about the funds used in the past year and what projects were budgeted.

In March, the Intergroup Treasurer presents a motion with encumbrances requested with recommendations for adjustments based on the current history of income.

In April, the budget allocations plan is placed on the agenda. Proposals for adjustments are discussed.

In May, any amendments are presented and discussed. A final budget allocations plan is adopted.

Budget November 2018 – October 2019

The budget follows the general principles outlined in the 2015-2016 planning report with updated allocations discussed and approved by Intergroup.

Estimated Income: (7th tradition donations, workshops): \$2,425

Budgeted Outflow:

Expense Categories	Budgeted
Answerphone	350
Intergroup Projects	200
Literature	125
Meeting Assistance	100
PI Projects	300
P.O. Box	115
Policies & Procedures Manual update	100
Postage	50
Printing	475
Rent	120
Share-a-thons/Workshops	200
Supplies	75
Web Hosting (paid thru 1/1/21)	0
WSBC Scholarship	200
Total	\$2,410

Treasurer Notes:

The Treasurer maintains a file of notes regarding operational details such as:

- Rent payments of \$60 paid to the Delmar Reformed Church are made in December (for January through June) and June (for July through December) and sent to Kim Gallo.
- Answerphone autopay.
- P.O. Box auto renew.
- Debit card information.
- WSO bookstore account.

The outgoing Treasurer turns this file over to the new Treasurer.

NEW YORK STATE CAPITAL DISTRICT INTERGROUP
FINANCIAL PLANNING
2015-16

As the outgoing treasurer, based on my knowledge of our cash flow, I submit the following financial plan for 2015-16 that:

- Assumes our income will be similar to the past two years.
- Includes continuing our current expenses.
- Encumbering available end-of-year funds for active committees to use in the coming year.

Specifically:

1. Continue meeting required expenses for:
 - Rent,
 - Answerphone,
 - P.O. Box,
 - Web site hosting, and
 - Quarterly printing of the meeting lists.
2. Continue routine (previously approved) expenditures for:
 - Chair printing expenses;
 - Corresponding Secretary materials and postage costs;
 - Treasurer postage cost;
 - Literature for meetings (newcomer packets, bulimia packets, and intro pamphlets); and
 - Literature (pamphlets) requested for medical offices.
3. Encumber funds for active committees:
 - Public Information \$300
 - Bylaws \$100
 - Other \$0
4. Any other new projects or expenses would need Intergroup approval before funding, e.g., literature request from a new or struggling meeting.

– Submitted by outgoing treasurer Kathy T
– Approved by Intergroup October 2015

What's a 60-30-10 Distribution and How Do I Do One?

When a meeting has accumulated 7th tradition funds beyond its needs and a small prudent reserve, the meeting treasurer takes the excess funds and distributes them to our Intergroup, Region, and World Service Organizations. The usual distribution is 60% to Intergroup, 30% to World Service, and 10% to Region 6. Hence, the name 60-30-10.

If you have Internet access, Region 6 offers a handy calculator at:

<https://oaregion6.org/en/about-2/contributions-new/>

Otherwise, to calculate by hand the amounts for each donation requires a little arithmetic. Say there is \$100 to be distributed. 60% is \$60, 30% is \$30, and 10% is \$10. To calculate these percentages, use some decimal multiplication as follows:

$$.6 \times \$100 = \$60 \quad .3 \times \$100 = \$30 \quad .1 \times \$100 = \$10$$

The three amounts should always add up to the original total to be distributed.

If the amount to be distributed is a nice, round number, you may be able to do the arithmetic in your head. If not, pencil and paper or a calculator may be helpful. For example, say the amount to be distributed is \$123, then the arithmetic is:

$$.6 \times \$123 = \$73.80 \quad .3 \times \$123 = \$36.90 \quad .1 \times \$123 = \$12.30$$

Note, the sum of \$73.80, \$36.90, and \$12.30 is the original \$123. (If this check doesn't work, there is an arithmetic mistake somewhere. So, go back and check your figures.)

Intergroup produces a printed copy of all the recovery meetings in the area, referred to simply as the *meeting list*. The meeting list has the current addresses of where you send the checks. The list also shows meeting numbers. Always include your meeting number on each check.

Financial Support for Meetings

Intergroup supports its meetings by providing financial support in the form of small loans or grants when need is demonstrated and Intergroup has adequate funds to accommodate the request. The application form (the next two pages) requires the applicant meeting to detail the financial condition of the meeting as well as explain how the loan and/or grant will be used. Possible uses include, but not exclusively, to:

- Purchase literature to support the meeting format by providing “group copies.”
- Temporarily lend the upfront insurance costs of changing a meeting location.
- Fund a small public information project in the meeting’s geographic vicinity.

The meeting members review and complete the form in full at their usual business meeting and then send the completed form to the Intergroup Treasurer for initial review at least two weeks before Intergroup meets so that it can be placed on the agenda. Intergroup will review each request for support on a case-by-case basis. Applicants are encouraged to have a representative from your meeting attend the Intergroup meeting to answer any questions, but it is not required. However, you do need to provide on the form the name (***) and contact information for a person who can answer any questions there may be about the application. The application must also indicate to whom the application should be returned, and to whom a check should be written if the application is approved.

The Intergroup Treasurer advises Intergroup as to the viability of the request, given the current Intergroup financial condition. Applications are evaluated by at least two Intergroup members and a recommendation made to the Board, who acts on the request. The approval of the application by three Board members will also move the proposal forward.

NYS CAPITAL DISTRICT INTERGROUP APPLICATION FOR MEETING ASSISTANCE

Your Capital District Intergroup is committed to supporting any of its individual meetings with a special need by offering them funds in the form of grants or loans, when funds are available. Meetings apply at any time by submitting the attached form.

Please review and complete this form in full at your business meeting. Send the completed form to the Intergroup treasurer for initial review at least two weeks before Intergroup meets so that it can be placed on the agenda. Intergroup will review each request for support on a case by case basis. You are encouraged to have a representative from your meeting attend the Intergroup meeting to answer any questions, but it is not required. You must provide the name (**) and contact information for a person who can answer any questions there may be about the application. Your application must also indicate to whom the application should be returned, and to whom a check should be written if the application is approved.

Intergroup meetings are usually held on the second Saturday of the month in Delmar after the 9:00 a.m. recovery meeting at the Delmar Reformed Church, 386 Delaware Ave., Delmar, from 10:10 a.m. – 11:30 a.m. All OA members are welcome to attend. Intergroup expects the meeting application to demonstrate need as well as sustainability and the reasoning behind the request. A strong factor in consideration of requests is the commitment shown by the meeting. For example, a small meeting just getting started might need an initial room rent deposit; such applicants might demonstrate they have matching funds coming from the start-up members. Another meeting might need insurance funds and ask Intergroup for a loan to cover part of the first-year cost; in such cases, a repayment plan would be part of the application. A meeting might have a small public information project that is beyond their financial means and ask for a subsidy from Intergroup; that meeting would provide the project budget and explain how much meeting money is going into the project. You are encouraged to attach any supporting documentation (e.g., a written quote from an insurance agency). Show how Intergroup funding will make a difference!

Intergroup decisions on requests are based on the type (grant or loan), level of need, number of requests, and the overall availability of funds. Approval of applications requires Intergroup group conscience consensus for approval. In an emergency, three Intergroup Board members can render a decision. If you have any questions, please contact one of the Intergroup Board members.

This application form may be downloaded from our web site and submitted to our Treasurer for initial review via email or by sending it to: NYSCD Intergroup, PO Box 38125, Albany, NY 12203.

Rev. Aug. 2018

**NYS CAPITAL DISTRICT INTERGROUP
APPLICATION FOR MEETING ASSISTANCE**

1. Meeting City/Day of the Week/Time: _____
2. Meeting number (can be found on our meeting list or at www.oa.org): _____
3. General format(s) of your meeting: _____
4. Intergroup Rep. Name, Phone Number & Email Address: _____

5. ****Application Contact Name, Phone Number & Email Address:** _____

6. Business meeting date at which this application was completed and approved for submission:

7. Average weekly meeting attendance: _____
8. Amount of weekly or monthly rent or donation for meeting space: _____ per _____
9. Besides the amount in question #8 and the purchase of literature, list any other meeting expenses (e.g., insurance) _____
10. Amount in the prudent reserve? _____ How was this figure calculated?
11. Describe the need or project for which the meeting is requesting funding. (Use the back of the form for details.) Include an overall budget and the date by which the meeting must get an Intergroup decision.
12. Amount requested: as a loan _____ as a grant _____

If a loan is requested, describe the repayment plan:

13. Name and contact information to whom the application should be returned, and to whom a check should be written if the application is approved.

For Intergroup Use:

Date Received: _____ By: _____

Date Reviewed: _____ Approved: _____ Comments: _____

Rev. Aug. 2018

Intergroup Outreach Project: 100 Calls

Purpose: In 2010, Intergroup initiated an outreach project titled “100 Calls,” the objective of which was to reach out to people who had not been seen “recently” at meetings.

Practices:

The 100 Calls Project included reporting and statistics that were later deemed unnecessary. The Project has evolved into an annual October to December time of special emphasis on making outreach calls.

All OA members are encouraged to participate by making a phone call to someone they used to see at OA meetings, but have not seen “in a while.” Actually talking to the person (not just leaving a message) is encouraged.

Individuals who participate by making calls do not need to report their calls, but ask themselves: “*Did you benefit from making this call?*”

This initiative is continued in various project forms through the efforts of the Twelfth-Step Within Committee.

Events

The Intergroup 2016 survey of its members determined that events were of high priority to the membership. Hence, Intergroup began a variety of events including:

- Formalizing the annual Delmar share-a-thon.
- Increasing the number of AIR sessions from two to four.
- Adding a new ask-it basket type of event.
- Holding an informal “chat” on retention.
- Holding more workshops (e.g., on sponsorship).

Annual Share-a-thon

After the winter 2016 Share-a-thon, Intergroup decided to make it an annual event at roughly the same time of each year: end of January, start of February. The Saturday Delmar recovery meeting agreed to host and support the event. See also Event Chair in Part III of *Policies & Procedures*.

Actions in Recovery

Actions in Recovery (AIR) discussions take place four times a year in February, April, June, and November.

Just Ask US

Just Ask US (JAUS) panel “ask-it basket” session takes place annually in September.

Home Visit Meetings

A home visit OA meeting is designed to support an individual who is housebound and cannot attend a regular in-person meeting. In 2018, Intergroup established a process by which a home visit meeting can be requested by the homebound individual or another OA member by calling the OA Information Line at 518-292-0666 and leaving a message. These messages will be passed to the current Intergroup Outreach Visit Coordinator.

The Outreach Visit Coordinator will contact the individual requesting the home visit to determine more details regarding the request. The Outreach Visit Coordinator will enroll a *home visit coordinator* who will oversee scheduling and arranging other details of the visit.

The *home visit coordinator* is an OA member who actually makes all the arrangements to bring an OA meeting to a housebound individual. A coordinator may be a standing or ad-hoc meeting-level service position, a sponsor, an OA friend, or volunteer, but not necessarily a member of Intergroup.

The Intergroup Outreach Coordinator is a resource person providing help and advice for any home visit coordinator. A coordinator reports any problems or concerns with regard to home visit meetings to the Outreach Chair.

A *Preparation Guide for Home Visit Meetings* for the use of the coordinator and a Meeting Format (script) are provided by Intergroup. A visit binder is available with the script and meeting materials. The *Preparation Guide* and Format are available on the Intergroup web site.