

**Duties and Responsibilities  
of  
Ottawa District Intergroup Board Members**

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## **I. INTERGROUP OFFICERS**

### **A. Chairperson**

*NOTE: There is an abstinence requirement of one year for this position.*

1. Presides over regular Intergroup meetings using *Robert's Rules of Order, Newly Revised* as a guide. The Chairperson may request the selection of an OA member to serve as parliamentarian to assist in this task.
2. Prepares and follows an agenda for Intergroup meetings to ensure they flow in an orderly fashion.
3. Has one Tradition and Concept read at each regular Intergroup meeting.
4. Makes every reasonable effort to ensure that group conscience prevails in all decisions made by Intergroup.
5. Serves as liaison between all Intergroup Committees.
6. Serves as a designated signing officer for the bank accounts of Ottawa District Intergroup.
7. Acts as guardian of the Traditions for all levels of OA connected with Intergroup, and assists in problem-solving wherever difficulties may arise.
8. If unable to attend an Intergroup meeting, the Chairperson will make best efforts to advise the Vice-Chair in advance.
9. Communicates with all new Group Representatives, welcoming them to Intergroup, informing them of Intergroup meeting dates, times and locations, and suggests duties which they might carry out as Group Representatives.
10. Ensures that two non-voting members are present at the Intergroup election to collect and tabulate ballots.
12. Sends out a monthly email update of Intergroup work to our mailing list.
13. Performs other duties as may be required by Intergroup.

## **B. Vice-Chair**

*NOTE: There is an abstinence requirement of six months for this position.*

1. Takes over Chair of meetings in the absence of the Chairperson.
2. Leads the procedure to determine Intergroup's Strategic Plan and Priorities.
3. Liaisons with Member groups outside of Ottawa.
4. Maintains Intergroup's bylaws, which includes:
  - a) Reviewing the bylaws twice a year in January and July and suggesting bylaw amendments if needed.
  - b) Maintaining a manual with a summary of Motions of Continuing Effect, i.e. motions that are matters of policy.
  - c) Providing each Intergroup Board Member and Group Representative with a copy of the updated bylaws upon request.
  - d) Providing Publications Committee with a digital copy of the bylaws whenever updated.
5. After the monthly Intergroup meeting, sends out list of key information for Group Reps to share with their groups.
6. Performs other duties as may be required by Intergroup.

## **C. Treasurer**

*NOTE: There is an abstinence requirement of one year for this position.*

1. Maintains bank accounts in the name of Ottawa District Intergroup and serves as designated signing officer of same.
2. Collects donations from member groups, deposits them in the appropriate bank account and issues receipts for these funds.

3. Pays Intergroup expenses and keeps copies of all bills in an orderly fashion, which includes:
  - a) Monthly expenses such as rent, telephone, Internet hosting.
  - b) Expenses for authorized delegates to Region Six and World Service Business Conference when approved by Intergroup.
  - c) Deposits for OA events which have been approved by Intergroup.
  - d) Reimbursements of approved out-of-pocket expenses made on behalf of Intergroup by individual members.
4. Keeps a simple set of books, which are open to perusal upon request, detailing Intergroup's income and expenses.
5. Prepares a monthly statement of income and expenses and presents it at the subsequent regular Intergroup meeting.
6. Prepares an annual statement of income and expenses at the close of the fiscal year and presents it to Intergroup at the January meeting.
7. Prepares a draft budget for the coming year and presents it to Intergroup at the January meeting.
8. Communicates with all Intergroup Board Members and assists in determining financial policy as required.
9. Assists or advises Treasurers of member groups upon request.
10. Advises the Chairperson in advance if unable to attend an Intergroup meeting, so the prepared Treasurer's report may be presented by another Intergroup Board Member.
11. Retains for a period of seven years the books detailing Intergroup's income and expenses, and the related paperwork including bank statements, deposit books, canceled cheques, expense receipts and donation receipts.
12. Collects mail from Intergroup's post office box prior to the regular business meeting and forwards the mail to the appropriate recipient at the meeting.

13. Performs other duties as may be required by Intergroup.

#### **D. Secretary**

*NOTE: There is an abstinence requirement of six months for this position.*

1. Takes minutes at Intergroup meetings, records them and forwards a copy to the Chairperson within two weeks after the meeting.
2. Gives a copy of the minutes of the last meeting and the agenda for the next meeting of Intergroup to all Intergroup members in attendance.
3. Presents the minutes from the previous meeting at each regular Intergroup meeting.
4. Maintains a list of current Group Representatives.
5. Notifies each Intergroup Member of upcoming business meetings.
6. Advises the Chairperson in advance if unable to attend an Intergroup meeting, so minutes can be presented and recorded by another Intergroup Officer.
7. Retains each month for historical purposes, the Minutes, the Treasurer's Report and the Sunshiner for seven years.
8. In the absence of the Chairperson and the Vice-Chair, conducts a vote to see who would assume the duties of the Chairperson.
9. Performs other duties as may be required by Intergroup.

#### **E. Region 6 Representative**

*NOTE: There is an abstinence requirement of six months for this position.*

1. Attends and participates in Region 6 Assemblies, subject to availability of funds for travel and accommodation.

2. Prepares a written report for presentation to all Intergroup members at the Intergroup meeting following the Region 6 Assembly and submits a copy to the Publications Committee to put in the Sunshiner.
3. Maintains contact with Region 6 (e.g. correspondence, telephone).
4. Keeps informed of all Region 6 news, special events, etc. and submits notices of special events in neighbouring Intergroups within the Region 6 in Intergroup's newsletter in advance of the event date.
5. Performs other duties as may be required by Intergroup.

#### **F. World Service Business Conference Delegate**

*NOTE. All candidates for World Service Business Conference Delegate/alternate shall have at least one (1) year of current abstinence, two years of service beyond the group level and meet qualifications and requirements as outlined and defined in the Overeaters Anonymous, Inc. Bylaws, Subpart B, Article X, Section 3c.*

1. Represents Intergroup at the annual World Service Business Conference, subject to availability of funds for travel and accommodation.
2. Keeps Intergroup in close touch, through the World Service Office, with OA throughout the world and keeps the WSO and other groups informed about Intergroup's problems and progress, needs and wishes.
3. Receives and shares with Intergroup all correspondence from WSO, including the annual WSBC Agenda Questionnaire, motions, and final report.
4. Prepares a written report for presentation to all Intergroup members at the Intergroup meeting following the WSBC and submits a copy to the Publications Committee to put in the Sunshiner.
5. Performs other duties as may be required by Intergroup.

## **II. STANDING COMMITTEES**

*NOTE: There is an abstinence requirement of six months for Standing Committee Chairs.*

### **A. All Committees**

1. Committees are comprised of any OA members who are concerned with the specific needs each committee serves.
2. Intergroup will elect a Chair of each committee to serve for one year, renewable as per Part 1, Article 4, Section 5. The Committee Chair:
  - a) Attends Intergroup meetings to report monthly on committee activities, and will liaise between the committee and Intergroup.
  - b) Does not govern the committee, but rather assists in coordinating the functions of the committee.
  - c) Announces to OA members the need for volunteers to join the committee.
  - d) Advises the Intergroup Chairperson in advance if unable to attend a meeting, and arranges for an alternate committee member to present the committee's report to Intergroup.
3. The activities of all committees are subject to the approval of Intergroup.
4. Duties may be altered by Intergroup from time-to-time.

### **B. Twelfth Step Within**

1. Oversees ways to support existing OA members in the Ottawa District and to strengthen the fellowship by sharing information and ideas that generate recovery.
2. Plans and coordinates special events (including an annual retreat if possible) that supports the OA fellowship in the Ottawa District.

3. Maintains an Intergroup service directory publishing the names and numbers submitted by individuals and groups.
4. Informs and invites all neighbouring Intergroups to special events sponsored by Intergroup.
5. Provides a financial report to Intergroup when applicable.
6. Maintains a sponsorship list.

**C. The Publications Committee**

1. Oversees the publication and distribution of the Sunshiner, which shall be administered by an editor appointed by the Publications Committee chair. The editor shall gather and screen contributions from OA members for placement in the Sunshiner, prepare the layout for the Sunshiner for each publication, and arrange for its printing and distribution.
2. Maintains or oversees the maintenance of the website established in the name of oa-ottawa.ca (the Website). The website shall be administered by a webmaster appointed by the Publications Committee chair, who may, as necessary, delegate technical functions of website maintenance to a service volunteer or outside contractor.



**D. The Public Information / Professional Outreach (PIPO) Committee**

1. Carries the OA message to the public and to health-care professionals within the bounds of the Twelve Steps, the Twelve Traditions and the Twelve Concepts.
2. Handles all public information inquiries from the general public, the public media, concerned private enterprises and/or government agencies.
3. Ensures that there are a minimum of two OA members representing OA on PIPO assignments.
4. Works with the Publications Committee to keep the meeting list up-to-date on our website.
5. Maintains a telephone-answering service and monitors incoming emails, including:
  - a) Providing guidelines to volunteers regarding responses to telephone and email inquiries.
  - b) Arranging for volunteers, who are abstinent for a minimum of 30 days, to collect messages from the telephone message service, as well as emails sent to the Intergroup email address, daily, and to respond to all calls and emails as soon as possible.
  - c) Ensuring that all volunteers are advised of new or canceled meetings, and changes in meeting times or locations.
  - d) Referring calls or emails to the appropriate Intergroup Board Member in the case of requests regarding, for example: mail-outs (Secretary); Special Events (Special Events Chair); Public Information/Public Outreach (PIPO Chair) etc.

### **III. INTERGROUP LIAISONS**

#### **A. All Intergroup Liaisons**

1. Brings news and information of events, etc. from their Intergroup to the Ottawa District Intergroup.
2. Informs their Intergroup of developments from the Ottawa District Intergroup that are deemed relevant.
3. Observes procedures, bylaws and motions in both Intergroups, which may be helpful to either.

#### **B. Intergroupe OA Français de l'Outaouais**

1. Helps in procuring bilingual OA members from the Ottawa Intergroup to do service for meetings and events which will be sponsored by the Outaouais French Intergroup.
2. May assist the Ottawa District Intergroup, as needed, in simple translation from English to French for public information material/literature.

#### **IV. AD HOC COMMITTEES**

1. May be formed at any time to service a specific Intergroup need. The duties and responsibilities will be commensurate with and suitable to the need.
2. Are subject to the same guidelines as Intergroup's standing committees as specified in these bylaws. Chairs of ad hoc committees will have a vote on Intergroup, but will not be considered a Board member.
3. Upon completion of an ad hoc committee's specific task, or upon removal by a majority vote of Intergroup, the committee will dissolve and will no longer be represented at Intergroup.

## **V. GROUP REPRESENTATIVES**

1. Be a regular OA member who attends that group.
2. Attend all Intergroup meetings or send an alternate.
3. Bring news or any issues to Intergroup.
4. Bring 7th Tradition contributions.
5. Mail or bring back completed phone lists to the Twelfth-Step Within Committee Chair.
6. Announce Intergroup news to your group.
7. Vote on issues concerning OA as a whole in the Ottawa area.
8. Provide Sunshiners, phone lists and meeting lists for your group.
9. An abstinence requirement of 3 months is suggested; however, this is a group conscience decision for your Group.