

## Unity Intergroup Service Position Guidelines

### Duties of Committee Chairs

**Background:** Acceptance of the following position is with the understanding that the officeholder will be diligent in attending the monthly Intergroup meetings held on the second Saturday of each month unless otherwise designated. All Intergroup officers must follow Unity Intergroup Bylaws.

One of the greatest rewards of OA membership comes with passing on the hope of recovery to another compulsive overeater. Understanding, love, and hope for a new life are the gifts we have received in OA. As part of our program,, we freely give of ourselves, and by so doing, we discover a fundamental twelve-step program principle – that our personal recovery depends on our willingness to share it with others. (From the OA pamphlet “Person to Person”.)

**General Guidelines:** Committee Chairs are responsible for attending all intergroup meetings. An oral update from Committee Chairs should be given at each intergroup meeting. Committee Chairs are strongly encouraged to provide a written report to the Secretary for use in preparing minutes. Standing committees are those constituted by Intergroup to perform a continuing function and remain in existence permanently. Committee Chairs will provide roster of committee members to Unity Intergroup Secretary and report any changes and rotations in membership.

At Unity Intergroup we support and help each other in fulfilling these roles. We strongly suggest Committee Chairs and members ask for help when needed.

**Term of office:** In January of each year, the voting body of Intergroup shall elect by majority vote committee chairpersons. The term of office shall be for one (1) year. Unless otherwise stated in the bylaws, the term of office shall not be for more than two consecutive terms in any one office, except for reasons the sufficiency of which shall be decided by the voting body of Intergroup.

### **Qualifications for Committee Chairs:**

Unity Intergroup Bylaws, Article VI, Section 3  
Section 3 - Committee Appointments

A board member or any OA member present meeting IR qualifications maintaining ninety (90) days of continuous abstinence, defined in the Overeaters Anonymous, World Service Business Conference Policy Manual Continuing Effect Motion, 1988b, may be appointed to chair a standing or special committee with approval of the majority of the committee members present and voting.

### **Responsibilities:**

Unity Intergroup Bylaws, Article VI, Section 4 and Section 5

#### Section 4 - Committee Procedures

Each standing or special committee shall be responsible for calling and holding meetings, and establishing its method of procedures, subject to the approval of the Intergroup Board and the guidelines of the Twelve Traditions of OA.

#### Section 5 - Committee Responsibility

Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by the Intergroup prior to implementation. Each standing committee chair shall submit a written report to the Intergroup within 60 days of the end of any specific event coordinated by that committee. If any monies are expended from an

approved budget, a detailed and itemized report shall be included with the committee report.

### **Outreach Committee**

1. Outreach Committee Chair solicits committee members.
2. Outreach Committee determines schedule of events and other Outreach initiatives.
  - a. Sponsored events may include:
    - Booth at Twin Cities GLBT Pride
    - Booth at Women's Expo
    - Booth at American Diabetes Association Expo
3. Outreach Committee coordinates volunteers to staff booths at events, order and transport materials, transport and set up display, act as boosters, create fliers and act as liaison with other committees & coordinators such as Newsletter, Website, Secretary, and Treasurer & Public Information.

### **Newcomer Meeting Committee**

1. Newcomer Meeting Committee Chair(s) solicits & coordinates volunteers to:
  - a. Speak at monthly newcomer meeting;
  - b. Act as trusted servant;
  - c. Abstinent OA members to attend meetings;
  - d. Order & transport materials;
  - e. Set up and take down meeting room;
  - f. Act as contact with meeting location;
  - g. Maintain meeting format;
  - h. Maintain meeting instruction book;
  - i. Act as liaison with other committees & coordinators such as Newsletter, Website, Secretary, Treasurer, & Outreach Committee;
  - j. Promote Newcomer meeting through fliers, boosters, Newsletter articles/announcements, talking points, etc...

### **Public Information Committee**

1. Public Information Committee Chair solicits committee members.
2. Public Information determines initiatives and which outside sources to contact regarding 12 step work following the spirit of traditions 11 & 12.
3. Public Information Committee coordinates volunteers to implement initiatives and act as liaison with other committees & coordinators such as Newsletter, Website, Secretary, & Outreach Committee.

### **Bylaws Committee**

1. Study Bylaws as needed, and draft motions to update when necessary.

### **State Convention Committee**

Please refer to MN OA State Convention Committee guidelines.

### **Retreat Committees** (Buffalo & Frontenac)

Responsibilities:

1. Set up a committee to determine theme of retreat.
2. If needed, secure a place to hold retreat.
3. Work with the treasurer to create the budget.
4. Have chair and volunteer members cover these areas
  - a. Location of Event
  - b. Publicity (Registration Forms + website = newsletter)

- c. Registration
  - d. Hospitality
  - e. Program (speakers & workshops)
  - f. Literature
  - g. Decorations
  - h. Signs
  - i. Entertainment & Dance if appropriate
5. Regularly review all deadlines.
  6. Encourage reading of the Third Step Prayer, Twelve Traditions or similar program materials at all committee meetings. Remember that spirited discussion and conflict can improve a function if the decision is left to God (in group conscience) and personalities yield to principles.
  7. Arrange for a taping company to record speakers by selecting the best bid.
  8. Submits a written report to Intergroup within 45 days of event.
  9. Works with the Ways in Means Committee to facilitate their fund raising projects at the retreat.

In order for a committee to fulfill its purpose, committee chairs and members may be asked to draw on or develop the following skills:

Organizational skills;  
Ability to follow timeline;  
Communication skills;  
Ability to edit programs, registration forms etc...

Ability to find resources or fill in if you do not find them (people, equipment, supplies);

Ability to create and work within a budget as appropriate;  
Good interpersonal skills and the ability to resolve conflict placing principles before personalities;

Basic computer skills including Microsoft Word, Templates, Excel and basic E-mailing.

Committee Chairs are responsible for staffing the committee and requesting assistance to ensure that the committee serves its purpose.

The Buffalo Retreat is held each Spring, and the Frontenac Retreat is held each summer.