

## **Unity Intergroup Service Position Guidelines**

### **Duties of Intergroup Officers**

**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:** All Intergroup Officers are responsible for securing a replacement in the event they cannot attend intergroup meetings.

#### **Term of office:**

Unity Intergroup Bylaws, Article IV, Section 5  
Section 5 - Term of Office

Board members shall be elected to serve for a period of one year. Newly elected officers shall begin service at the Intergroup meeting following their election.

Board members shall serve no more than two consecutive terms in the same office and shall serve no more than four consecutive years as a board member.  
After an interval of two years, a member may again be eligible for election to the board.

Upon election to the board, members shall cease to be a representative of their group and that group shall elect a new Intergroup representative.

Article V, Section 2 - Annual Meetings

An annual meeting shall be held in the month of January for the election of officers.

#### **Qualifications:**

Unity Intergroup Bylaws, Article IV, Section 3:  
Section 3 - Qualifications for The Intergroup Board

- A. Working the Twelve Steps of OA and regular attendance at an active OA group for a minimum of one year prior to their nomination for office.
- B. Familiarity with the Twelve Traditions of OA.
- C. Familiarity with the Twelve Concepts of OA Service.
- D. Maintaining Six (6) months of current abstinence, defined in the Overeaters Anonymous, World Service Business Conference Policy Conference Manual Continuing Effect Motion, 1988b.
- E. Service as an IR for at least three months.

#### **Chair Responsibilities:**

Unity Intergroup Bylaws, Article IV, Section 6

A. Chair:

Shall preside over all regular and special meetings of the Unity Intergroup.

May cast the deciding vote to make or break a tie and may participate in a ballot vote.

May attend all standing committee meetings.

Shall insure that all accounts of the Unity Intergroup are audited annually and that the results of the audit are reported at the annual meeting (Webster dictionary: audit verb: to examine with intent to verify.)

May appoint another member of Unity Intergroup to be delegate to Region IV and World Service in the event that the Representative or Alternate are unable to attend according to the following order:

A designated Alternate

An Unity Intergroup Officer

An Unity Intergroup member-at-large

Communicates with Region IV Board (Chair, Vice Chair, etc.) if there are questions about tradition breaks, etc.

Shall be open and available to talk with members about concerns or dissatisfactions.

In case of emergency the Chair may speak in the name of Unity Intergroup.

Serve as liaison to the Convention Committee

Shall perform all other duties as prescribed in the Intergroup policy for job descriptions

E. The Intergroup Board shall provide a means of conducting the Intergroup business in the case of emergencies and/or between meetings of the Intergroup.

**Vice Chair Responsibilities:**

Unity Intergroup Bylaws, Article IV, Section 6

B. Vice Chair:

Shall serve in the absence of the chair. When acting in the place of the Chair, the Vice Chair shall assume all the duties, responsibilities, privileges, and voting guidelines of the Chair.

May head a standing committee.

Shall orient new IRs and Alternates about their duties.

Shall review and audit bank accounts quarterly and provide a written and verbal report at the Unity Intergroup Board or Steering Committee meetings.

Serve as liaison to the Outreach Committee and Public Information Committees.

Shall perform all other duties as prescribed in the Intergroup policy for job descriptions.

E. The Intergroup Board shall provide a means of conducting the Intergroup business in the case of emergencies and/or between meetings of the Intergroup.

**Secretary Responsibilities:**

Unity Intergroup Bylaws, Article IV, Section 6

C. Secretary:

Shall record and disburse agenda, minutes and maintain a file of all Unity Intergroup meetings.

Shall insure the meeting minutes are available through alternative distribution options.

Shall see that a copy of the Unity Intergroup meeting minutes is printed and disbursed to each Intergroup representative. As a cooperative gesture a copy of the minutes may be sent to the Regional Trustee.

Shall maintain a file of all minutes of past meetings, shall maintain a policies and procedures manual for the Unity Intergroup and shall maintain an updated Intergroup representative list.

Shall be responsible for the correspondence of Unity Intergroup.

Serve as liaison to the Website Coordinator, Registrar and Newsletter Editor.

Shall perform all other duties as prescribed in the Intergroup policy for job descriptions

E. The Intergroup Board shall provide a means of conducting the Intergroup business in the case of emergencies and/or between meetings of the Intergroup.

#### Unity Intergroup Bylaws, Article V, Section 4

##### Section 4 - Method of Notification

Notification of all meetings shall consist of notices prepared by the Intergroup secretary and distributed to each group secretary and/or IR 30 days prior to the date of the meeting. Notification may also be made by placing an announcement in the Intergroup newsletter, if any, or by mail, and at the prior Intergroup meeting.

#### **Treasurer Responsibilities:**

#### Unity Intergroup Bylaws, Article IV, Section 6

##### D. Treasurer:

Shall maintain a checking and savings account and if necessary a savings account for dispersal of Unity Intergroup funds with signatories being the Treasurer, the Chair and other Board Member(s) or other Board appointees(s) as designated by the Chair.

Shall present a written and verbal report of all bank accounts associated with Unity Intergroup at the monthly Intergroup Board and representative meetings.

Shall disburse funds following written request and/ or submission of bills for which the Unity Intergroup has approved reimbursement.

Shall reconcile all bank accounts on a monthly basis and present to the Vice Chair for a quarterly audit and report.

Submit a proposed budget annually to the Intergroup Board and representative meetings.

Shall make available on an annual basis Unity Intergroup's financial records to an auditor chosen by the Board.

Shall receive, deposit, acknowledge, and record on Unity Intergroup financial reports all donations.

Serve as liaison to the Ways and Means/Finance Committee and manage Delegate/Scholarship Funding.

Annually send the State of Minnesota nonprofit tax exempt status forms.

Retiring Treasurer will complete the annual financial report, update signature cards for Unity Intergroup held accounts, turn over check books, and all records to the new Treasurer.

Shall perform all other duties as prescribed in the Intergroup policy for job descriptions

E. The Intergroup Board shall provide a means of conducting the Intergroup business in the case of emergencies and/or between meetings of the Intergroup.

#### Unity Intergroup Bylaws, Article VI, Section 8

##### Section 8 – Committee Bank Account

If it is deemed necessary by the board that a committee shall open a bank account, the following procedure shall be followed:

The committee chair and the treasurer of Intergroup shall be cosigners on the account. Two signatures shall be required on all checks.

The committee chair shall keep all financial records and shall present a detailed, itemized report of transaction, and transfer funds, as required, to the Intergroup within 60 days following any event for which monies were expended or received.

The committee chair shall arrange for an audit of the committee account during the final month of each year. The audit shall take place at the same time as the audit for the general account of the Intergroup.