

Unity Intergroup Service Position Guidelines

Duties of Standing Service Positions

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: Standing Service Position Holders are responsible for attending all intergroup meetings. An oral update from Standing Service Position Holders should be given at each intergroup meeting. Standing Service Position Holders are strongly encouraged to provide a written report to the Secretary for use in preparing minutes. Standing Service Positions are those constituted by intergroup to perform a continuing function and remain in existence permanently.

At Unity Intergroup we support and help each other in fulfilling these roles. We strongly suggest that Standing Service Position holders ask for help when needed.

Term of office: In January of each year, the voting body of Intergroup shall elect by majority vote Standing Service Positions. 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 Standing Service Positions:

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.

Sponsorship Workshop Coordinator

Coordinates volunteers to set up the following:

Dates, times, & locations of workshops as determined by coordinator(s);

Program;

Speakers;

Program materials;

Acts as liaison with other committees & coordinators such as Newsletter, Website, Secretary, & Outreach Committee to publicize workshops.

Anoka Treatment Center Outreach Coordinator

1. Coordinates volunteers to set up the following:

Date & time of monthly meeting;

Meeting format;

Speakers;

Program materials;

2. Acts as liaison with other committees & coordinators such as Newsletter, Website, Secretary, & Outreach Committee to publicize meetings, and acts as liaison between Anoka Treatment Center and Unity Intergroup.

Phone Volunteer Coordinator

1. Make sure each day is covered by one volunteer to pick up messages, reply to messages, and mail meetings lists as requested.
2. Find volunteers to cover open days and provide them with volunteer info sheet (how to retrieve messages, delete after responding, send meeting list, etc).
3. Find alternates to act as subs when a volunteer can't cover his/her day.
4. Create or update phone list (currently exists in Excel) and distribute to all volunteers who staff the phone hotline.
5. Provide volunteer address list to Print Coordinator who sends an updated meeting list to the volunteers each month.
6. Obtain meeting list updates from Registrar when updates are made, and schedule volunteers to make necessary changes to outgoing message on hotline.
7. Spot-check hotline periodically (1x/week).
8. Ask that volunteers let Coordinator know if there are unanswered calls from prior days (follow up with volunteers from those days to make sure they remember to call in and/or delete retrieved messages).
9. Request \$25 advance from Intergroup to use as cash reimbursement to volunteers who buy stamps/envelopes used to send out meeting lists to callers or return long distance phone calls ("invoice" from volunteers can be a piece of paper with an itemized list of expenses).
10. If healthcare professionals request info packets, refer call to Coordinator or Outreach Committee Chair.
11. Newcomer packets may be sent out if requested, or a volunteer may encourage a caller to attend a meeting and mail a meeting list.

NOTE: is the outgoing message updated to include information about upcoming special events, such as sponsorship workshop, convention, retreats, etc...

Society Pages Newsletter

Newsletter Editor Responsibilities:

1. Procure content for a minimum of approximately 2 pages each month;
2. Coordinate with Print Coordinator and Board for article submission & send to printer by deadline;
3. Publish submission deadline in each month's newsletter;
4. Receive submissions for articles and notices;
5. Format all submissions into the required newsletter format in no longer than 3 days;
6. Forward to Print Coordinator no more than 3 days after submission deadline, unless previous agreement made for an extension;
7. Attend Intergroup meetings;
8. Edit content and ensure it complies with Unity Intergroup policy & the Twelve Traditions of OA;
9. Requires access to a computer, e-mail & internet;
10. Basic computer skills including Microsoft Word, Templates, writing to .pdf format, and e-mailing;
11. E-mail .pdf version of newsletter to Web Coordinator and Region IV.

Print Coordinator Responsibilities:

1. House LaserJet8000 printer. (The printer weighs several hundred pounds, and requires at least 2 strong people to move it.)
2. Printer (not a copy machine) will need to be programmed to a computer and access to the Internet is necessary.
3. Order supplies: toner, paper, envelopes, etc... This can be done with Unity Intergroup credit card through online supplier.
4. The Print Coordinator receives the following:
 - a. Newsletter from Newsletter editor approximately one week before the monthly Intergroup meeting;
 - b. Electronic file of address labels of Unity OA groups and individual subscribers from the Registrar.
5. Prints newsletters and address labels on Intergroup printer (quantity based on labels received from Registrar). This includes computer troubleshooting as necessary.
6. Coordinate with Newsletter Distribution Coordinator to facilitate folding and sorting of newsletters for all OA groups and individual subscribers.

Time: At least 10 hours per month. Requires computer.

Newsletter Distribution Coordinator:

1. Coordinate getting newsletters, envelopes, labels, and fliers to assembly volunteers.
2. Coordinate volunteers to assemble and count newsletters as indicated by labels.
3. Coordinate getting assembled & counted newsletters to the monthly Intergroup meeting. (A suitcase with wheels is recommended as they are heavy.)
4. Ensure newsletters are picked up by Intergroup representatives attending meeting. This means attending Intergroup meeting.
5. Mail newsletters to the group secretaries of groups that did not pick up their copies at the Intergroup meeting. Each group is also mailed a copy of the Intergroup meeting minutes, Treasurer's Report, and any other handouts that were distributed at the meeting.
6. Cost of mailing varies each month. This can be charged to the Unity Intergroup check card.

Registrar

1. Purple binder: The purple binder is the means of communication between meeting reps and the Access Database.
 - a. The Registrar is responsible for transporting the purple binder to the Intergroup Meetings and giving it to the Secretary for use during the meeting.
 - b. After the Intergroup Meeting, the Registrar removes the Sign-In Sheets and gives them to the Secretary, but takes the purple binder back.
 - c. The Registrar updates the Access Database with any changes that have been written on the Meeting Info Sheets, emailed, received by phone or any other means.
 - d. Each month, the Registrar produces the Meeting List and an excel spreadsheet of the meeting info that will be turned into Labels. These items must be sent to the Newsletter Printer no later than the 21st of the month.
 - e. Finally, before each Intergroup Meeting, the Registrar should print the current Sign-In sheet and any newly updated meeting info sheets.
 - f.
2. Maintains database of groups that are members of Unity Intergroup in the following manner: Input additions or changes into database as received from groups, individuals or as the result of newsletter subscriptions or expirations.
3. Registrar keeps Unity Intergroup information current with WSO.
 - a. When the Registrar makes a change to a meeting, the info must also be updated with WSO. To change meeting info with WSO, please fill out this form: https://secure.yourmis.com/oa.org/us_group_registration.html
 - b. Reconcile the quarterly listing received from WSO with the Unity Intergroup database. This is done by pulling the "Unity Affiliation Report for WSO" from the Unity database to compare to the quarterly listing received from WSO Prepare and send an e-mail to WSO detailing the necessary changes. Note: you can export the Affiliation Report for WSO to a text file and then cut and paste it to your e-mail as a basis for a markup of any changes.
4. The Registrar is responsible for sending updated meeting info to the Phone Coordinator.
 - a. No later than the newsletter submission deadline, the Registrar will email the Phone Coordinator the current mailing list.
 - b. Along with the current meeting list, the Registrar will make note of the meetings that have updated information.
5. Sending reports and/or labels needed monthly for the meeting, newsletter, and business mailings to the Print Coordinator.

Web Coordinator

1. Web Coordinator is the liaison between Unity Intergroup and the Web Administrator.
2. Solicits information from Coordinators, Committee Chairs, Board members, and individuals to update information on website and keep it current.
3. Deadline to submit changes/additions to Web Coordinator coincides with the Newsletter submission deadline.
4. Edit submissions as necessary according to Unity Intergroup policy and Twelve Traditions.
5. Forward collected submissions to Web Administrator on a monthly basis.
6. Attends Unity Intergroup meetings and reports changes/updates made to web site.

Literature Coordinator

1. Maintains inventory of program literature at storage locker.
2. Fills literature orders for large events, such as for convention, retreats, and workshops.
3. Adheres to budget and coordinates financial transactions with Treasurer.

4. Orders materials from WSO and local AA Intergroup Office.
5. Coordinates pick up of literature orders and return of unused materials.
6. Attends intergroup meetings and gives report of inventory and literature budget.

Potential new service position:

Email Coordinator – Maintain a list of email addresses of people who would like to receive information from Unity Intergroup, coordinate volunteers to answer email inquiries from Unity's website. Implement an online sign up system in conjunction with Web Coordinator.

New Meeting Coordinator – Serves as contact for OA members to request finds and materials from Unity Intergroup to start a new group. Provides new groups with information on registering with WSO and affiliating with Unity Intergroup, including providing necessary information to Unity Intergroup Registrar.