

# Intergroup Officers and Committee Chairs

The intergroup officers consist of the Chair, Vice Chair, Secretary, Treasurer, World Service Business Conference (WSBC) Delegate(s), and Regional (SOAR) Representative(s). Collectively, these officers form the Board. (Bylaws, Article IV, Section 1). Requirements, terms of office, and general duties of officers are shown in **Table 1**. Specific duties by position are shown in **Table 2**.

Intergroup also elects various Committee Chairs and other elected positions. These are not specified in the Bylaws. Currently, these are High Tech/Webmaster, Newsletter Editor, Public Information and Professional Outreach (PIPO), Group Outreach, Twelfth Step Within, and Parliamentarian. We may sometimes also elect a Retreat Chair and a Retreat Registrar. However, these are subject to change. Duties are shown in **Table 3**.

**Table 1. Requirements, Terms, and Duties of Intergroup Officers**

	Chair	Vice Chair	Secretary	Treasurer	WSBC Rep.	SOAR Rep.
<b>Requirements</b> (Bylaws, Article IV, Section 3)	<i>Abstinence</i>					
	1 year	1 year	6 months	1 year	2 years	1 year
	<ul style="list-style-type: none"> <li>• In OA and working the steps 1 year</li> <li>• Studying traditions and familiar with concepts (no time requirement)</li> <li>• Regular group attendance 6 months</li> <li>• Previous service as an IG rep (no time requirement)</li> </ul>					
<b>Term and Term Limits</b> (Bylaws, Article IV, Section 6)	<i>Term of Office</i>					
	1 year				2 years	
	After 2 consecutive terms have been served in a position, a person must wait at least 1 year to be eligible for re-election to that position, unless Intergroup takes a group conscience to waive this. A partial term counts as a term for purposes of this limit. Board members may not also serve as Intergroup Reps for an individual meeting.					
<b>General Duties</b> (Bylaws, Article IV, Section 7)	<ul style="list-style-type: none"> <li>• Maintain current abstinence and apply the Twelve Steps and Twelve Traditions in their affairs.</li> <li>• Serve as guardians of the Twelve Steps, Twelve Traditions and Twelve Concepts with respect to the functions of the intergroup.</li> <li>• Perform the duties of the service position in accordance with Intergroup policies and procedures.</li> <li>• Serve as guardians of Intergroup funds.</li> <li>• Provide a forum for the interchange of ideas and information among member groups.</li> <li>• Train the incoming board member at the expiration of term of service.</li> <li>• Notify the Intergroup in writing if a decision to resign before the end of the term is made.</li> <li>• Notify the Intergroup Chair if unable to attend a meeting.</li> <li>• Maintain a document of policy and procedures related to the position.</li> <li>• May attend all standing committee meetings.</li> </ul>					

**Table 2. Specific Duties of Intergroup Officers**

	Bylaws (Article IV, Section 7)	P&P
Chair	<ul style="list-style-type: none"> <li>• Preside at all regular and special meetings of this Intergroup.</li> <li>• Be responsible for establishing the agenda for all Intergroup meetings.</li> <li>• May cast the deciding vote to break a tie.</li> <li>• Serve as a WSO delegate and a Regional Representative and may attend the World Service Conference of Overeaters Anonymous and all regional assembly meetings.</li> <li>• Designate a qualified member to serve as alternate WSO Delegate or Regional Representative.</li> </ul>	<ul style="list-style-type: none"> <li>• Have a key to the meeting place and be responsible for ensuring the meeting facility is open.</li> <li>• Work with the secretary to send in an updated Intergroup Registration Form</li> <li>• Vote only to break ties.</li> </ul>
Vice Chair	<ul style="list-style-type: none"> <li>• Serve in the absence of the Chair.</li> <li>• Assist the Chair whenever needed.</li> <li>• Maintain the Intergroup Policies and Procedures documents.</li> <li>• Be the co-owner and an authorized signatory on the Intergroup bank accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Keep and distribute all passwords and sensitive information appropriately</li> <li>• Ensure new Intergroup members are trained</li> <li>• Ensure the policy and procedures documents are kept current by the Intergroup members</li> <li>• Hold a key to the meeting facility.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• See that minutes are kept of all Intergroup and board meetings and that the minutes are made available to each Intergroup member. As a cooperative gesture, the minutes may be available to the Regional Trustee and Chair of Region 8.</li> <li>• Maintain a file of all minutes of past meetings.</li> <li>• Direct correspondence to the appropriate officer or committee chair and maintain a file of outgoing correspondence.</li> <li>• Ensure notices of all meetings of the Intergroup are communicated as described in Article V.</li> <li>• Keep WSO informed of all changes of group information</li> </ul>	<ul style="list-style-type: none"> <li>• Distribute the minutes via the newsletter to the Intergroup</li> <li>• Pass around a signup sheet at Intergroup meetings</li> <li>• Send the webmaster and group outreach any additions or changes in contact information</li> <li>• Send an email to new Intergroup members with information specific to their role and call to ensure they have sent a notice to <a href="mailto:updates@triangleoa.org">updates@triangleoa.org</a></li> <li>• Immediately after a new chair and/or secretary is elected, the <a href="#">Intergroup Registration Change Form</a> needs to be completed and sent to OA World Service.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Maintain a checking and savings account, if necessary, for dispersal of Intergroup funds.</li> <li>• Submit financial reports each month at the Intergroup meetings.</li> <li>• Serve as chair of the Budget Committee (if such a committee exists.)</li> <li>• Prepare and present a year-end report to the Intergroup at the December Intergroup meeting.</li> <li>• Prepare and present an annual budget for the Intergroup at the November Intergroup meeting.</li> <li>• Be a signatory on all committee checking accounts except the Retreat committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Pay bills</li> <li>• Collect mail from the post office box</li> <li>• Make deposits</li> <li>• Reimburse costs</li> <li>• Make financial recommendations</li> </ul>
WSBC Rep	<ul style="list-style-type: none"> <li>• Attend the World Service Business Conference</li> <li>• Serve OA and the World Service conference until the following Conference</li> <li>• Report either orally or in writing the actions of the conference to all member groups</li> <li>• Keep the Intergroup and represented groups aware of WSO information</li> <li>• Communicate important information to the area</li> </ul>	<ul style="list-style-type: none"> <li>• Register for WSBC</li> <li>• Plan travel, lodging, food and transportation costs</li> <li>• Participate in the business of the conference</li> <li>• Participate in assigned WSO committee</li> </ul>
SOAR Rep	<ul style="list-style-type: none"> <li>• Attend all region assembly meetings</li> <li>• Serve OA and Region 8 for the term designated by the region bylaws.</li> <li>• Report either orally or in writing the actions of the region assembly to all member groups</li> <li>• Keep the Intergroup and represented groups aware of region information</li> <li>• Communicate important information to the area</li> </ul>	<ul style="list-style-type: none"> <li>• Register for Assemblies</li> <li>• Plan travel, lodging, food and transportation costs</li> <li>• Participate in the business of the Region</li> <li>• Participate in assigned Regional committee</li> </ul>

### Table 3. Requirements and Duties of Committee Chairs

All must be in OA 6 months (Bylaws, Article IV, Section 4) and have abstinence as noted below.

Position	Abstinence	Description of Committee
Newsletter Editor	30 days	Creates the Triangle OA Intergroup newsletter, which contains IG meeting reports, information about each of the meetings in the Intergroup, upcoming events, and writings by members on the steps, traditions, and other OA related topics. The newsletter is a vehicle of communication for members and is often distributed to the public.
High Tech/ Webmaster	30 days	Maintains the Triangle OA Intergroup website (triangleoa.org) as a communication tool and storage facility for Intergroup documents and handles anything else related to the internet as a communication vehicle. Coordinates the posting of IG information such as upcoming events, reports, resource material, mailing lists, mail accounts, and newsletters to the website. Coordinates the forwarding of email to the proper people and maintains the email boxes and email distribution lists.
PIPO	30 days	Provides information to the public, medical professionals, and other groups that work with compulsive eaters by attending health fairs, distributing public service announcements, putting meeting information in external media, hosting sessions for medical professionals, counselors, clergy and other special interest groups interested in a solution to the disease of compulsive eating. PIPO has an outgoing email address for anonymity.
Group Outreach	30 days	Contacts member groups, organizes visits to groups, maintains information about each group, and ensures the Triangle Intergroup serves the member groups. Updates the phone line with face to face meeting info. Contacts all groups and reps at least yearly; monitors the OA website for new groups in our area. Keeps a master list of group information and makes sure the info on the Triangle IG website, the national website, the phone line, in the newsletter, and used by PIPO for outside media is current. Maintains the list of Intergroup reps and coordinates with the Newsletter Distributor to maintain the mailing addresses used for the Newsletter Distribution.
Twelfth Step Within	30 days	Brings the message of recovery to suffering compulsive eaters within the fellowship by hosting special events and supporting member groups hosting special events.
Parliamentarian	30 days	Is knowledgeable about procedures in Roberts Rules of Order and Group Conscience. Attends the Intergroup meetings and guides the chair in running the meeting according to these principles
Retreat Chair	6 months	Organizes retreats for OA members to strengthen their recovery with focused fellowship.
Retreat Registrar	6 months	Receives and confirms registrations, including payment, and handles the money for the retreat.