

Unity Intergroup Service Positions

Intergroup and MN State Convention

- ❖ **Intergroup Board**
- ❖ **Intergroup Committee Chairs**
- ❖ **Intergroup Coordinators**
- ❖ **Intergroup MN State Convention Team**

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Unity Intergroup Service Position Guidelines

Duties of Unity Intergroup Board Service Positions

Note: All time estimates include the monthly 2 hour Intergroup meeting.

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. At the end of their term of service, all Intergroup Officers are responsible for providing the information, documents, supplies and/or equipment needed to fulfill their duties to the next person who fills the position.

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.

Basic Guidelines

- Attend the monthly Intergroup meetings
- Attend monthly Intergroup Board meetings
- Provide oral and/or written updates at Intergroup meetings
- Minimum of 180 days (6 months) continuous and current back-to-back abstinence
- Service as an IR for at least three months.
- 1 year term – can serve two consecutive terms in any one office, can serve 4 years on Intergroup Board – not all the same role
- Term: Mid January to Mid January
- Attend monthly Unity Board meeting
- Respond to inquiries received through Unity Intergroup website

Time Commitment: 15+ hours per month

Chair

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 is unable to attend according to the following order:

- A designated Alternate
- A Unity Intergroup Officer
- A Unity Intergroup member-at-large

Communicates with Region IV Board (Chair, Vice Chair, etc.) if there are questions about OA and Intergroup

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.

Basic Guidelines

- Attend the monthly Intergroup meetings
- Attend monthly Intergroup Board meetings
- Provide oral and/or written updates at Intergroup meetings
- Minimum of 180 days (6 months) continuous and current back-to-back abstinence
- Service as an IR for at least three months.
- 1 year term – can serve two consecutive terms in any one office, can serve 4 years on Intergroup Board – not all the same role
- Term: Mid January to Mid January
- Attend monthly Unity Board meeting
- Respond to inquiries received through Unity Intergroup website

Time Commitment: 8 – 10 hours per month
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Vice Chair

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.

Basic Guidelines

- Attend the monthly Intergroup meetings
- Attend monthly Intergroup Board meetings
- Provide oral and/or written updates at Intergroup meetings
- Minimum of 180 days (6 months) continuous and current back-to-back abstinence
- Service as an IR for at least three months.
- 1 year term – can serve two consecutive terms in any one office, can serve 4 years on Intergroup Board – not all the same role
- Term: Mid January to Mid January
- Attend monthly Unity Board meeting
- Respond to inquiries received through Unity Intergroup website

Time Commitment: 8 – 10 hours per month
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Secretary

Unity Intergroup Bylaws, Article IV, Section 6

C. Secretary:

Shall record and disburse agenda, minutes and maintain a file of all Trusted Servants List and 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 and Trusted Servants List for the Unity Intergroup meeting are 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 email or phone, and at the prior Intergroup meeting.

Basic Guidelines

- Attend the monthly Intergroup meetings
- Attend monthly Intergroup Board meetings
- Provide oral and/or written updates at Intergroup meetings
- Minimum of 180 days (6 months) continuous and current back-to-back abstinence
- Service as an IR for at least three months.
- 1 year term – can serve two consecutive terms in any one office, can serve 4 years on Intergroup Board – not all the same role
- Term: Mid January to Mid January
- Attend monthly Unity Board meeting
- Respond to inquiries received through Unity Intergroup website

Time Commitment: 8 – 10 hours per month
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Treasurer

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.

Shall work with Tax accountant to file yearly taxes

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.

Duties of Region and World Service Positions

Duties of Region IV Representatives and World Service Business Conference Delegates

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: Region IV Representatives and World Service Business Conference Delegates are responsible for attending all Intergroup meetings. An oral update from Standing Service Position Holders should be given at each intergroup meeting. Region IV Representatives and World Service Business Conference Delegates are strongly encouraged to provide a written report to the Secretary for use in preparing minutes. At the Intergroup meeting following Region IV Assemblies and the World Service Business Conference, Representatives and Delegates are responsible to provide a written report of the events and any new initiatives affecting Unity Intergroup.

Term of Office:

Unity Intergroup Bylaws, Article VII, Section 1, Section 2, Section 3, & Section 5

Section 1 – Primary Representatives/Delegates

If we meet the requirements for number of affiliated meetings set by Region IV and the World Service Business Conference to send two Representatives/Delegates, we shall select two primary representatives to Region IV and two primary Delegates to the World Service Business Conference to serve alternating two year terms (one representative and one delegate to be elected each year). If we fall below the requirements to send two Representatives/Delegates we would only elect one Representative or one Delegate each to serve a two year term.

Section 2 – Additional Representatives/Delegates

Additional Region IV Representatives/Alternates or WSBC Delegates/Alternates may be elected at the time of registration for any Region IV Assembly or the WSBC, within Region IV or WSBC guidelines of number of Representatives/Delegates allowed.

Section 3 – Election of Representatives/Delegates

That we hold the election for Primary Region IV Representatives at the same times as the election of intergroup officers and that we hold the election for Primary WSBC Delegates in December to meet the WSBC January registration deadline. Additional Representatives/Delegates/Alternates may be elected at any meeting when we decide to register and send Delegates/Representatives/Alternates to a scheduled meeting.

Section 5 – Registering and Sending Representatives/Delegates to Meetings

Although elected, the final decision to register and send the Representative(s)/Delegate(s)/Alternate(s) to any scheduled Region IV Assembly or the WSBC shall be made at the time of registration for the meeting based on available funds and any other considerations the intergroup members feel are appropriate.

Qualifications:

Unity Intergroup Bylaws, Article VII, Section 4
Section 4 – Qualifications

In addition to any qualifications set by Region IV or the WSBC, Representatives, Delegates, and/or Alternates shall meet the same qualifications as those of the intergroup officers and shall be subject to the same provisions for removal from office.

Basic Guidelines

- Attend the Bi-yearly Region meetings
- Provide oral and/or written updates at Intergroup meetings
- Provide oral and/or written updates at Region meetings
- Minimum of 180 days (6 months) continuous and current back-to-back abstinence
- 2 year term – can serve two consecutive terms in any one office, can serve 4 years as Region Representative
- Term: Mid January to Mid January

Time Commitment: 2 weekends (Usually Apr and Sep) – travel to location of Assembly. Expectation to serve on or chair a region committee. Time varies with committee needs. Approximately 2 – 4 hours per month.

Region Representative

B. The selection of RRs and/or Alternates to Region IV shall be determined by the Intergroups and Unaffiliated groups they represent, provided that each representative/alternate shall have at least six (6) months abstinence (*from Region IV Manual Continuing Effect Motions – revised June 2010*)

- Actively represent the needs and desires of Intergroup and the Region Assemblies.
- Inform Unity Intergroup and member groups of the actions of the Region and items of interest regarding other groups and Intergroups throughout the region.
- Actively uses the knowledge and skills gained by service as a Region Representative to benefit the Intergroup and individual compulsive overeaters who still suffer in our area.
- Upon returning from each Region Assembly each Region Representative makes a full report to Intergroup and a shorter version for the Newsletter.

All expenses must be approved before incurring.

Qualifications:

Unity Intergroup Bylaws, Article VII, Section 4
Section 4 – Qualifications

In addition to any qualifications set by Region IV or the WSBC, Representatives, Delegates, and/or Alternates shall meet the same qualifications as those of the intergroup officers and shall be subject to the same provisions for removal from office.

Basic Guidelines

- Attend the yearly World Service Business Conference (WSBC)
- Provide oral and/or written updates at Intergroup meetings
- Provide oral and/or written updates to WSBC Sub committee
- Minimum of 1 year continuous and current back-to-back abstinence
- 2 year term – can serve two consecutive terms in any one office, can serve 4 years as World Delegate
- Term: Mid January to Mid January

Time Commitment: 1 week – travel to location of WSBC – Albuquerque, NM. Conference. Expectation to serve/chair on a World committee. (The committees are: Bylaws, Conference Approved Literature, Finance, Professional Outreach, Public Information, Twelve Step Within, Unity with Diversity, Web/Technology and Youth in OA). Time varies with committee needs. Approximately 2 – 4 hours per month.

World Service Business Conference Delegate

c) Qualifications/Selection

1) Qualifications for selection of World Service delegates/alternates shall be set by each intergroup, region (in the case of region delegates) or service board provided that each delegate/alternate shall have at least one year of current abstinence and at least two years of service beyond the group level. (Permission for any exception in qualifications for valid reasons, if deemed credible by the trustees, may be received by application to the World Service Office). (*from Overeaters Anonymous, Inc. Bylaws Subpart B May 2010*)

- Represent the needs and desires of the Intergroup to World Service Office and World Service Business Conference.
- Inform Unity Intergroup and member groups of the actions of World Service Office and items of interest regarding OA throughout the world.
- Actively uses knowledge and skills gained by service as a World Service Business Conference Delegate to benefit the Intergroup and individual compulsive overeaters in our area.
- Upon returning from each World Service Business Conference makes a full report to Intergroup and a shorter version for inclusion in the newsletter.

All expenses must be approved before incurring.

Duties of Committee Chair Service Positions

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.

At the end of their term of service, all Committee Chairs are responsible for providing the information, documents, supplies and/or equipment needed to fulfill their duties to the next person who fills the position.

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.

Big Book Study – Committee Chair

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Provide roster of committee members to Intergroup Secretary
- Submit written report to Intergroup within 45 days of the end of any specific event coordinated by that committee
- Minimum of 90 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: Once a year event: 5 – 6 hours per month around time of the event

Responsibilities:

1. Set up a committee to assist in planning the event.
 2. Secure a place to hold retreat.
 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
 - j. Treasury
 8. Submits a written report to Intergroup within 45 days of event.
 9. Works with Treasurer 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.

Historically, the Big Book Study is held each Spring.

Bylaws Committee – Committee Chair

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Provide roster of committee members to Intergroup Secretary
- Minimum of 90 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: 3 – 4 hours per month (more when actively working on revising the bylaws document)
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1. Study Bylaws as needed, and draft motions to update when necessary.
2. Meet with Bylaws committee and review bylaws on periodic basis and present necessary changes to the Intergroup.
3. Facilitate the amendment and motion process at Intergroup meetings, have amendments and motions posted online at least 30 days prior to being presented at an Intergroup meeting.

Email & Event Marketing Coordinator

Statement of Purpose:

To reach out to the still-suffering compulsive eater in electronic form to provide email communications and online event marketing & registrations to Unity Intergroup (UIG) activities.

Basic Guidelines:

- Be diligent in attending the monthly Unity Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Provide roster of committee members to Intergroup Secretary
- Minimum of 90 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: 5-10 hours per month.

1. Create monthly email using online service as directed by UIG to allow for monthly notification of the Society Pages.
2. Maintain email lists of those who have signed up for monthly email notification of the Society Pages.
3. Create online registration forms for UIG events.
4. Communicate with Web Coordinator to get online registration forms on the website.
5. Communicate with event chairs and help with any needed reports.
6. Work with Convention Registration Coordinator to ensure seamless data entry and reporting.
7. Send out Talking Points, Trusted Servants List to Intergroup reps and UIG committee chairs.
8. Maintain UIG rep and committee chair email list.
Send out other communications as needed.

Newcomer Meeting Committee Chair(s)

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Provide roster of committee members to Intergroup Secretary
- Minimum of 90 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: 2 – 3 hours per month (includes the meeting)

NOTE: This Face-to-Face meeting occurs the third (3rd) Saturday of the month from 1:00 – 2:00 PM CT.

1. Must attend the Newcomer Monthly meeting
2. Newcomer Meeting Committee Chair(s) solicits & coordinates volunteers to:
 - a. Lead and open the monthly newcomer meeting;
 - b. Act as trusted servant;
 - c. Work with volunteering group to coordinate the attendance of Abstinent OA members;
 - d. Order & transport materials; working with Literature chair as needed;
 - 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 website, fliers, boosters, Newsletter articles/announcements, talking points, etc...
 - k. Work with meeting location liaison(s);
 - l. Collect monies from sales of literature and turn into Intergroup Treasurer

Guidelines for Guest Speakers

1:00 pm - 2:00 pm
Minnetonka Community Center
14600 Minnetonka Blvd.
Minnetonka MN 55345

Attention: Groups please sign up with three (3) or more people with 90 or more days of continuous abstinence. Your group is responsible for finding subs if someone can't show up.

The volunteering group is to present the Chair with the following:

- Contact Name
- Contact Telephone Number
- Contact Email

Volunteers will speak on one of three (3) topics – 15 min each

1. Disease Concept
2. Abstinence – One Day at a Time
3. How it Works – the 12 Steps

Please get to the meeting about 10 minutes early to help set up chairs.

What to expect:

Chair will lead the meeting.

After the opening of the meeting, each speaker will be called upon to speak on their topic.

All speakers will be timed.

Speakers are asked to stay after the meeting to talk with Newcomers.

Professional Community Committee – Committee Chair

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Provide roster of committee members to Intergroup Secretary
- Submit written report to Intergroup within 60 days of the end of any specific event coordinated by that committee
- Minimum of 90 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: 5 – 7 hours per month. Meets 1 – ½ hours prior to Intergroup meeting, may be more when working at an expo or event

Primary Goal: “...(a) Inform professionals about OA’s program of recovery so they may acquaint their patients and clients with OA and (b) To develop creative and productive ways of effecting cooperation without affiliation.” (p. 3 Professional Outreach Manual).

1. Inform people in the Health and Human Services community, such as physicians, nurses, therapists, dentists, registered dietitians, health club managers, medical students, nursing students, social workers, etc.
2. Inform clergy: ministers, pastoral ministers, priests, religious communities of sisters and brothers, rabbis, etc.
3. Inform educators: teachers, guidance counselors, school nurses, college campus ministers, college counseling offices
4. Represent OA at exhibits at health fairs and local professional trade shows
5. Solicits committee members to assist with campaigns.
6. Coordinates volunteers to implement initiatives and act as liaison with other committees & coordinators such as Literature Coordinator, Newsletter Editor, Secretary, Treasurer, Website Coordinator and Public Outreach Committee Chair.

Public Outreach Committee - Committee Chair

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Provide roster of committee members to Intergroup Secretary
- Submit written report to Intergroup within 60 days of the end of any specific event coordinated by that committee
- Minimum of 90 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: 5 – 7 hours per month. Meets 1 – ½ hours prior to Intergroup meeting, may be more when working at an expo or event

Primary Goal: Inform the general public about OA in order to reach out to the still suffering compulsive eater.

1. Provide information about the Fellowship to the local community through the media including local newspapers, magazines, radio and television
2. Interpret anonymity guidelines to media representatives
3. Inform those who are involved personally with practicing compulsive eaters
4. Represent OA at non-health related gatherings such as Gay Pride Festival, Women's Expo, etc.
5. Assist groups and members within the Fellowship of ways to carry the message more effectively
6. Get the word out through public venues such as county and state fairs, public libraries, public transportation
7. Assist groups in planning open meetings
8. Outreach Committee Chair solicits committee members.
9. 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 Literature Coordinator, Newsletter Editor, Professional Community Chair, Secretary, Treasurer and Website Coordinator.

Registrar

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Provide roster of committee members to Intergroup Secretary
- Minimum of 90 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January
- Respond to inquiries received through Unity Intergroup website

Time Commitment: 5 – 6 hours per month

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 Vice Chair 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.

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 go to the www.oa.org website and choose the option of changing meeting information.
- 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 (Hot Line) 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.

Retreat Committee Chair

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Provide roster of committee members to Intergroup Secretary
- Submit written report to Intergroup within 60 days of the end of any specific event coordinated by that committee
- Minimum of 90 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: Time focused on planning for retreat: Busy time 5 -10 hours per month

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.
10. Present oral and written reporting of attendance, finances and other pertinent information to the Intergroup and Finance Committee, which meets twice a year.

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

Historically, the Buffalo Retreat is held each Spring, and the Frontenac Retreat is held each fall.

Society Pages Newsletter Editor

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Provide roster of committee members to Intergroup Secretary
- Minimum of 90 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January
- Respond to inquiries received through Unity Intergroup website

Time Commitment: 8 -10 hours per month

1. Procure content for 8 pages each month. Each month focuses on that numbered step. Newsletter contains the following information:
 - a. Step articles
 - b. OA recovery related articles
 - c. Event, workshop information
 - d. Notices
 - e. Calendar
 - f. Board members and contact information
 - g. Other information deemed appropriate by the Unity Board
2. Submit draft to Unity Board for proofing and editing
3. For special editions, coordinate with Print Coordinator and Board for article submission & send to printer by deadline;
4. Publish submission deadline in each month's newsletter;
5. Receive submissions for articles and notices;
6. Format all submissions into the required newsletter format in no longer than 3 days;
7. Forward to Print Coordinator no more than 3 days after submission deadline, unless previous agreement made for an extension;
8. Attend Intergroup meetings;
9. Edit content and ensure it complies with Unity Intergroup policy & the Twelve Traditions of OA;
10. Requires access to a computer, publishing software, e-mail & internet;
11. Advanced computer skills including Microsoft Word, Publishing software (Microsoft Publisher), Templates, writing to .pdf format, and emailing;
12. E-mail .pdf version of newsletter to Web Coordinator and Region IV.

Deliverable	Time of Month
Obtain articles, notices, event dates	Due 3 rd Saturday of the month
Send draft to Unity Board Members	Due 4 th Saturday of the month
Send final copy to Web Coordinator	Due 1 st Saturday of the month

State Convention Committee – Committee Chair

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Provide roster of committee members to Intergroup Secretary
- Submit written report to Intergroup within 60 days of the end of any specific event coordinated by that committee
- Minimum of 180 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: Discuss with previous Convention team

Please refer to MN OA State Convention Committee guidelines – see pages 34 – 40 (Lists all committees and service positions).

Twelve Step Within (TSW) - Committee Chair

Statement of Purpose:

The Twelfth-Step-Within Committee was created to reach out to those in the Fellowship who still suffer and to address the relapse and recovery of our members. Twelfth Step Within does not focus on attracting new members; it explicitly supports the ones we already have.

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Provide roster of committee members to Intergroup Secretary
- Minimum of 90 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: Not more than 5 hours for setup and coordination and 3 hours for the event (mostly 5 – 10 minutes here and there). Overall: 3 – 5 hours per month

TSW Committee Chair(s) solicits & coordinates volunteers to:

- a. Prepare at least 2 yearly workshops: setting theme, gathering speakers, securing location
- b. Act as trusted servant;
- c. Work with Literature Coordinator
- d. Act as contact with meeting location;
- e. Maintain meeting format;
- f. Act as liaison with other committees & coordinators such as Newsletter, Website, Secretary, Treasurer, & Outreach Committee;
- g. Promote TSW workshops through fliers, boosters, Newsletter articles/announcements, Talking Points;
- h. Reach out to groups that have not been attending IG on a regular basis to encourage support and assistance

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.

At the end of their term of service, all Standing Service Position Holders are responsible for providing the information, documents, supplies and/or equipment needed to fulfill their duties to the next person who fills the position.

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.

Anoka Treatment Center Outreach Coordinator

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Provide roster of committee members to Intergroup Secretary
- Minimum of 90 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: 4 – 5 hours per month

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.

Literature Coordinator

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Minimum of 90 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January
- Respond to inquiries received through Unity Intergroup website

Time Commitment: Varies with event needs – average 3 – 4 hours per month

1. Maintains inventory of program literature at storage locker.
2. Works with all Retreat/Event Chairs/Coordinators to determine inventory needed.
3. Fills literature orders for large events, such as for convention, retreats, and workshops.
4. Adheres to budget and coordinates financial transactions with Treasurer.
5. Orders materials from WSO and local AA Intergroup Office.
6. Coordinates pick up of literature orders and return of unused materials.
7. Attends Intergroup meetings and gives report of inventory and literature budget.

Mail Distribution Coordinator

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: 2 -3 (1 hour after the Intergroup meeting to mail packets)

1. Assist as needed with getting assembled Intergroup mailing at each Intergroup meeting and mail. Information to be mailed within 48 hours of Intergroup meeting.
2. Submit postage receipt to Treasurer for reimbursement.

Phone Volunteer (Hot Line) Coordinator

Basic Guidelines

- a. Be diligent in attending the monthly Intergroup meetings
- b. Provide oral update at Intergroup meetings or written update to Intergroup Chair
- c. Provide roster of committee members to Intergroup Secretary
- d. 1 year term – can serve two consecutive terms in any one office
- e. Term: Mid January to Mid January
- f. Respond to inquiries received through Unity Intergroup website

Time Commitment: 4 – 5 hours per month

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. Fill in, or ask another volunteer to fill in, when someone cannot cover his/her day. (Note: Coordinator should check phone line at least weekly – their assigned day).
4. Create or update list of volunteers (currently exists in Excel) and distribute to all volunteers who staff the phone hotline.
5. Make necessary changes to outgoing message on hotline.
6. Spot-check hotline periodically (1x/week).
7. 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).
8. At the beginning of the year, request stamps and envelopes from the Treasurer to cover the mailing of meeting lists.
9. If healthcare professionals request info packets, refer call information to Coordinator who will coordinate with the Outreach Committee Chair.
10. 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: The outgoing message may be updated to include information about upcoming special events, such as sponsorship workshop, convention, retreats, etc.

Print Coordinator

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: 4 - 6 hours a month

1. House LaserJet 2035dn printer
2. Printer 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 requests for the following for the Unity Intergroup meeting (is not limited to):
 - a. Previous month minutes
 - b. Current month agenda and Trusted Servants list
 - c. Previous month Treasurer report
5. Prints address labels on Intergroup printer (quantity based on labels received from Registrar). This includes computer troubleshooting as necessary.
6. Coordinate with Chair, Convention Chair for special print requests.

Time: Requires computer.

Sponsorship Workshop Coordinator

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- Submit written report to Intergroup within 60 days of the end of any specific event coordinated by that committee
- Minimum of 90 days continuous and current back-to-back abstinence
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: Not more than 5 hours for setup and coordination and 3 hours for the event (mostly 5 – 10 minutes here and there).

1. Create at least one (1) Sponsorship workshop each year
2. Coordinates volunteers to set up the following:
 - Dates, times, & locations of workshops as determined by coordinator(s);
 - Program;
 - Speakers;
 - Program materials;
 - Literature
3. Acts as liaison with other committees & coordinators such as Literature Coordinator, Newsletter Editor, Website Coordinator, Secretary, and Outreach Committee to publicize workshops.

Teleconference Coordinator

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: 2 - 3 hours per month

1. Arrive 20 – 30 minutes prior to the monthly Intergroup meeting.
2. Hook up Polycom Conferencing Telephone so that it is up and running at least 5 minutes prior to the start of the Intergroup meeting.
3. Work with Treasurer to insure long distance minutes are purchased when needed.
4. Keep the Conferencing equipment throughout the year.
5. Responsible for finding own substitute if unable to attend an Intergroup meeting. The Substitute cannot be a current Unity Board Member.

Virtual Speaker Coordinator

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: 2 – 4 hours per month

1. Works with Retreat and Event Chairs to secure speakers to post to the Unity Intergroup website in the form of Podcasts.
2. Can tape Event and Retreat speakers. This must be planned in advance and approved by Event/Retreat Chairs and Committees.
3. Will require speakers to sign 'Release Form' granting permission to be taped and/or have speech posted on the Unity Intergroup website. These forms will be turned into the Board for archival purposes.
4. Works with the Unity Intergroup Board to present and post speeches on Unity Intergroup website for the community.
5. Works within the guidelines of the WSO

Note: All speeches will be edited and approved by the Board prior to posting on the Unity Intergroup website.

Website Coordinator

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Provide oral update at Intergroup meetings or written update to Intergroup Chair
- 1 year term – can serve two consecutive terms in any one office
- Term: Mid January to Mid January

Time Commitment: 2 - 3 hours per month

1. Work with Unity Intergroup Web Master to get flyers, calendar items, stories and other points of interest posted on website at a minimum of once a month. Currently all information is due to the Web Coordinator by the First Saturday of the Month.
2. Email all documents and changes to Web Master by the Tuesday following the first Saturday to have posted by that Thursday (2 days prior to the Intergroup meeting). The documents that are posted on a regular basis are (not limited to):
 - a. Previous Month's Treasury Report
 - b. Previous Month's Intergroup Minutes
 - c. Upcoming Intergroup Agenda
 - d. Updated Intergroup Meeting List
 - e. Events/Retreat flyers
3. Continually review entire website to have outdated documents removed
4. Continually review entire website and offer ideas of what and how to post to Unity Board
5. Upon inclusion of new changes, work with Board prior to asking Web Master to implement such changes

Intergroup Representatives (IR)

Basic Guidelines

- Be diligent in attending the monthly Intergroup meetings
- Abstinence requirement determined by individual groups
- Term: Mid January to Mid January

Time Commitment: 3 hours per month: Includes: 2 hour Intergroup meeting, time spent copying, reading information and emails, and preparing for sharing with the group
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In areas where an intergroup has been formed, each group usually elects an intergroup representative who meets regularly with representatives from the neighboring groups.

The intergroup representative represents the group in tasks undertaken jointly with other groups in the area and tries to keep the group well-informed about the jobs the local intergroup is doing.

Many group problems can be solved by sharing experiences with representatives from other groups. It is sometimes necessary for the intergroup representative also to serve as the World Service Business Conference delegate, as well as region representative."

Taken from OA Handbook for Members, Groups and Service Bodies: Recovery Opportunities pamphlet p. 14, ©2008

A. IRs shall be selected by the group conscience of the group they represent. Each IR shall be selected by any method deemed appropriate by their group. Each group shall be free to designate an alternate representative when the necessity arises. To ensure rotation of service, it is suggested that groups set a limit on length of IR service and that they encourage other members to share this responsibility.

B. IRs should be selected for their willingness to serve and commitment to the Twelve Steps and Twelve Traditions of OA.

- B. The primary responsibility of the IR, or alternate, is to represent their group at all meetings of the Intergroup, to act as a liaison between this Intergroup and their group, to see that all communications pertaining to Intergroup are made available and, where requested, read aloud to the group.

Duties of OA MN Convention Leader Service Positions

Note: The OA MN State Convention is usually held the first weekend of November. The planning of this event begins in the spring and ends in December. Monthly meetings are held in the spring and fall, with preparation being done during this planning cycle.

Convention Chair

Duties and responsibilities:

1. Coordinates the event and acts as liaison with Unity Intergroup. Provides a monthly report to Unity Intergroup about convention matters.
2. Participates in semi-annual Unity Intergroup Finance Committee meetings providing the budget and convention planning overview
3. Works with the Convention Treasurer to create a Convention budget.
4. Adheres to timelines and budget established;
5. Acts as hotel liaison, including the following:
 - a. All arrangements with the hotel should be in a written contract to be signed by the Unity Intergroup Chairperson and Convention Chairperson no later than ten (10) months prior to the Convention. Be aware of previous convention size and locations to prevent under-booking and booking of any complimentary rooms before the contract is signed. This is done as soon as possible after the site is selected and the Convention Chairperson is approved;
Note: The following items should be considered when selecting the accommodations for the convention:
 - Number of people various meeting rooms will hold
 - Number of people who can be served at one time in restaurant(s) or cafeteria(s)
 - Can we sell our own soda, coffee, and tea; if not, will coffee, tea, and soda be available for purchase during meeting times;
 - Number of people able to be accommodated for sleeping;
 - Current and/or projected costs of sleeping accommodations, meeting rooms, meals, beverages (if we cannot sell our own)
 - Times meeting rooms will be available
 - Handicap accessibility
 - Air-conditioned meeting and sleeping rooms
 - Ease of access to local airport and travel arrangements between facility and airport
 - b. Become thoroughly familiar with all hotel facilities and services;
 - c. Communicate pertinent information to Program, Registration and Entertainment subcommittee chairs;
 - d. Arrange for rooms with tables for literature display, taping, sharing and/or meditation, hospitality, etc., and a locked area for literature;
 - e. Arrange for a registration area;
 - f. Negotiate cost of meeting rooms and prices of meals to determine the cost of the package for the weekend;
 - g. Negotiate how complimentary meeting rooms are to be arranged;
 - h. Meet with the Convention Vice Chair and Treasurer to finalize the hotel bill.

6. Provides a roster of Steering Committee chairs and co-chairs including last names, emails, phone numbers, etc., to all committee members.
7. Chairs the ongoing Convention Steering Committee meetings to:
 - a. Get acquainted;
 - b. Review budget and timetable with entire group;
 - c. Remind each Steering Committee chair to adhere to the convention timetable and the budget; and
 - d. Discuss questions.
8. At times, may need to submerge ego in order to prod another trusted servant to meet deadline.
9. Regularly reviews convention timetable, follows up and coordinates with all committees to ensure all deadlines are being met.
10. Encourages reading of the Third Step Prayer, Twelve Traditions, or similar program material at all Committee meetings. Remembers that spirited discussion and conflict can improve a function if decision is left to God (in group conscience) and personalities yield to principles.
11. Serves as MC and/or selects MC for the Convention.
12. Submits a written report to the Unity Intergroup Chair within 45 days following the convention, including financial results.

Convention Vice Chair

1. Assist Convention Chair and other committee chairs as requested. Stands in for Convention Chair as needed or upon request;
2. Attend all Steering Committee meetings and take minutes. Communicate meeting minutes prior to next month's Steering Committee meeting.
3. Additional purpose: Can chair the next convention.

All Convention Committee Chairs

1. Submit a budget request to the Steering Committee Chair and Treasurer subsequent to first Steering Committee meeting;
2. Create and submit a timeline specific to your committee;
3. Actively participate in Steering Committee meetings, providing feedback to other committees as applicable. Submit monthly reports and timeline updates to the Convention Chair for discussion at Steering Committee meetings;
4. Adhere to both timeline and budget established;
5. Prepare and submit final report to Steering Committee Chair within 30 days after the close of the convention.

Duties of OA MN Convention Committee Chair Service Positions

Convention Decorations Committee Chair

Duties and responsibilities:

1. Make decorations and centerpieces (if hotel does not furnish) that represent the designated convention theme and are in keeping with the convention color scheme;
2. Decorate with the help of volunteers, early arrivals, and friends. Suggestion: A "want" list of items to be donated might be distributed to local groups and printed in Society Pages;
3. Present receipts for reimbursement on a form no later than the day of the opening of the convention;
4. Work with Volunteer Committee or obtain own volunteers to assist with taking down decorations. Flowers and decorations can be used as raffle items.

Convention Entertainment Committee Chair

Duties and responsibilities:

1. Provide appropriate OA-oriented entertainment, when and where requested by the Program Committee; submit for approval to Steering Committee prior to booking
2. Work with Volunteer Committee or recruit own volunteers to be part of entertainment productions.

Convention Hospitality Committee Chair

Duties and responsibilities:

1. Work with Decorations Committee to coordinate decorating needs for Hospitality Room;
2. Work with hotel staff and Convention Chair to obtain adequate refrigerators, microwaves, and table set ups for designated Hospitality Room;
3. Work with Volunteer Committee or obtain own responsible personnel to staff the hospitality room the entire time it is open and a clean-up crew at the close of the convention;
4. Make arrangements for beverages and coffee pots;
5. Purchase the following: coffee and tea (caffeinated and decaffeinated), diet soda, water, cups, stirrers, artificial sweeteners, creamer, lemon, napkins, utensils, and garbage bags;
6. Arrange with Convention Chair and Hotel Staff for ice;
7. Make arrangements beforehand for distribution of leftover hospitality items;
8. Ensure income generated is submitted on a periodic basis to Treasurer.

Convention Hotel Food Liaison Chair

Duties and responsibilities:

1. Negotiates all arrangements for meals, including planning the menus;
2. Communicates finalized menu to Steering Committee members. Provide feedback to other Steering Committee members, as applicable, during convention planning
3. In conjunction with the Convention Chair, informs the hotel of final meal count, per the hotel contract.
4. Responds to comments from convention attendees and works with hotel staff to address concerns raised.

Convention Literature Committee Chair

Duties and responsibilities:

1. It is Unity Intergroup and Convention policy that only OA and AA approved literature may be sold at the convention;
2. Work with Unity Intergroup Literature Coordinator to place order for literature to sell at the convention;
3. Transport literature to and from the display area;
4. Set up display;
5. Obtain a cash box with starting change from the Treasurer;
6. Work with Volunteer Committee or obtain own responsible personnel to staff the Literature display table the entire time it is open and a clean-up crew at the close of the convention. When the literature table is not open, keep the literature locked up;
7. Keep an accurate count of literature before and after the convention. Report amount ordered and sold for reference by future committees;
8. Coordinate return of remaining literature to Unity Intergroup Literature Coordinator.

Convention OA Outreach Committee Chair

Duties and responsibilities:

1. Submit a budget request to the Steering Committee Chair and Treasurer subsequent to first Steering Committee meeting;
2. Create and submit Outreach Committee timeline;
3. Actively participate in Steering Committee meetings, providing feedback to other committees as applicable. Submit monthly reports and timeline updates to the Convention Chair for discussion at Steering Committee meetings;
4. Adhere to both timeline and budget established;
5. Confirm Committee Co-chairs have information available for publication deadlines;
6. Develop campaign to publicize convention information, including identifying boosters at local meetings, providing ongoing communication to boosters,
7. Send information to Region IV newsletter, other Region newsletters and WSO online six (6) months prior to the Convention. This information should include: date of event, place address to write for information, one or two telephone numbers and names to contact, with email address if available.
8. Create and distribute flyers boosting the Convention to retreats and events within Unity Intergroup, Region 4 and World. Create and submit “teasers” about the Convention to Society Pages on a monthly basis.
9. Encourage boosters to conduct road shows to gain enthusiasm for convention attendance.

Convention Packets Committee Chair

Duties and responsibilities:

1. Determine materials required for registration packets;
2. Purchase materials for registration packets;
3. Work with Volunteer Committee to obtain volunteers or obtain own volunteers to make up packets for both pre-registration and on-site registration;
4. Deliver packets to hotel prior to start of convention.

Convention Program Committee Chair

Duties and responsibilities

1. Become thoroughly familiarized with the conventions of the past –successes and shortcomings.
2. Design program for inclusion in Registration Brochure and final program. Determine date when program needs to be submitted to Registration Brochure sub-committee and when final program needs to be submitted to the printer;
3. Responsible for obtaining general session speakers and workshop and panel speakers. Listen to tapes of potential speakers prior to selection. Specific general session speaker requirements:
 - a. All main speakers for convention are to have at least two (2) years of current consecutive abstinence,
 - b. Actively working the steps and use of the tools of OA;
 - c. Within ten (10) pounds of maintenance weight (see 1988f in Region IV Manual).
4. Send letter to speaker to sign and return as confirmation they are to speak and when. Request speaker book travel as soon as possible to minimize cost. Work with Convention Treasurer to obtain reimbursement or determine payment strategy for travel costs;
5. Arrange for escorts for each general session speaker who will be responsible for picking up and dropping off speaker from the airport or providing directions if the speaker is driving. The escort should also welcome the speaker and show them around, answer questions, eat meals with them, and assist with expense reimbursement forms;
6. Request recommendations and suggestions for topics for the program, based on the OA recovery program. Select and assign quotes to each workshop/speaker;
7. Ask convention committee members for names of possible speakers from their meetings or from the region who are attending the convention. Secure speakers and leaders. All other speakers/leaders should have at least 90 days of current consecutive abstinence and are known to carry a strong message of recovery;
8. Coordinate available meeting rooms with the Hotel Liaison. Ensure room assigned to GSTL has a phone line for processing credit cards;
9. Assign topics and times to all speakers. Send letters with tape release forms notifying all speakers of their topics and times to speak at least two (2) weeks prior to the convention.
10. Arrange for Gopher State Tape Library to tape the speakers during the convention. Work with Convention Treasurer to obtain check for donation to Gopher State Tape Library;
11. Work with Volunteer Committee or obtain own volunteers to act as room managers during speaker sessions (introduce speakers, time speakers, coordinate with hotel for any logistical challenges (i.e. room temperature, sound system problems, etc);
12. Call volunteers to confirm their agreement to act as room managers and timers. Go over responsibilities and clarify questions;
13. Create necessary signage for overall program, speakers, and room assignments. Obtain time-keeping materials (stop watch, signage) from Unity Intergroup storage locker;
14. Have tape release forms available when the speakers' sign-in at either Pre-Registration or On-Site Registration tables; and
15. Make sure room managers, timers, and speakers are present for each workshop and find replacements, if necessary. Provide copies of Anonymity Disclaimer, Taping Announcement, and selected prayers at each speaking site.

Convention Public Relations Chair

Duties and responsibilities:

1. Identify public media opportunities and contact information to communicate news about the upcoming convention. Work with Unity Intergroup Public Information Committee to capitalize on existing media relationships. Typical media outlets include:
 - a. Radio;
 - b. Television;
 - c. Internet, other than the Unity Intergroup or Region IV websites;
 - d. Colleges;
 - e. Expos (Diabetes Expo);
 - f. Crisis Connection
2. Prepare and submit materials to media sources. Create convention flyers intended for the general public;
3. Work with Outreach Committee to request meeting members post mini flyers at businesses, doctor's offices, coffee shops, etc.
4. Verify convention notices are published and available;
5. Respond to feedback and request for information from media sources.

Convention Registration Committee (including Brochure) Chair

Duties and responsibilities:

1. Design Convention registration form, have approved by Convention Chairperson and proofread prior to being printed;
2. Provide a download of prior convention attendees (name and address) to individuals responsible for creating mailing labels for brochures. Ensure registration brochures are mailed in accordance with established deadlines;
3. Obtain PO Box for receipt of registration forms and money. Registration Chair shall receive all registration forms and money (i.e. retrieve from PO Box). Upon receipt of money the Registration Committee Chair shall make a duplicate list (record) of name, address, dollar received and update the Access database accordingly and shall prepare deposit slips for deposit at the bank. A copy of the list of checks submitted, the deposit slip, and bank receipt shall be sent to the Treasurer.
4. Make sure registration tables are adequate, draped properly and set up.
5. Work with Volunteer Committee to obtain volunteers to work Pre-Registration and On-Site registration at the Convention. Train individuals in their assigned duties. Make sure registration tables are covered with adequate personnel;
6. Provide appropriate signage for designated hours registration is open and alphabetical breakdown for registrants;
7. Print programs, meals tickets and have name tags prepared;
8. Keep the Food Liaison and Convention Chair informed of number of meals sold and number of registrants.

Convention Treasurer

Duties and responsibilities:

1. Assist Convention Chair with developing the budget and ongoing financial status reports submitted to Unity Intergroup;
2. Maintains the Unity Intergroup – Convention checking account. At least three (3) people should be authorized to sign checks, Steering Committee Treasurer, Unity Intergroup Treasurer, and Unity Intergroup Chair. All checks require two (2) signatures.
3. Maintains accurate and timely records of all money received and disbursed;
4. Obtain a safe deposit box with hotel;
5. See that committees, which will collect money (Literature, Hospitality, and Registration, etc.), have cash boxes and proper change, money bags, record sheets for money turned in;
6. Pay debts and expenses, including refunds. Provide committee members with five (5) copies of reimbursement forms, a copy of the tax exempt letter, and a copy of the convention budget;
7. Remind committee chair that receipts are to be attached for all monies expended, and that proposed expenses above their committee budget needs to be approved by Convention Chair (and possibly the Unity Intergroup Board) prior to the purchase. All expenditures require the approval of the Treasurer and Convention Chair prior to reimbursement;
8. All convention revenues shall be deposited to the convention account until such times as all convention expenses are paid. At which time seed money will be left in convention account and excess money will be transferred to general operating account of Unity Intergroup;
9. Actively participate in Steering Committee meetings, providing feedback to other committees as applicable. Submit monthly reports and timeline updates to the Convention Chair for discussion at Steering Committee meetings

A full financial statement is to be forwarded to the Convention Chairperson and to the Unity Intergroup Board no later than forty five (45) days after the Convention.

Convention Volunteer Committee Chair

Duties and responsibilities:

1. Determine and document strategy for working with committee chairs in obtaining and confirming volunteers;
2. Contact each committee chair and determine how many volunteers they will need and if they will get their own volunteers or want the Volunteer Committee to obtain volunteers. Document needs on spreadsheets by committee, day, time slot, and number needed;
3. Work with Registration Committee and Outreach to obtain names and contact details of individuals willing to volunteer;
4. Organize a calling blitz to fill required volunteer slots. Once slots are filled, provide committee chairs with completed spreadsheets. (Committee chairs will then re-confirm volunteer participation immediately prior to the convention);
5. Provide committee chairs with job descriptions for various volunteer spots. Prepare signage to be maintained at Volunteer Check-In Table to indicate where volunteers are expected to go to fulfill their duties;
6. Oversee the volunteer operation. Work with Registration if on-site service opportunities arise to identify additional volunteers.