

Chair, Unity Intergroup Board

Guidelines

- Have a minimum of six months (180 days) of continuous back-to-back abstinence
- Attend a weekly OA group
- Have served as Intergroup Rep or other Intergroup position for at least three months
- One-year term (mid-January to mid-January) with the ability to serve two consecutive terms as Chair and up to four years on the Intergroup Board, but only two years in the same role
- May participate in ballot votes and cast the deciding vote to break a tie
- May attend standing committee meetings
- In case of emergency, may speak for Unity Intergroup
- May appoint a Unity Intergroup member to act as delegate to Region 4 or World Service in the event the representative or alternate is unable to attend, per the following order:
 1. Designated alternate
 2. Unity Intergroup officer
 3. Unity Intergroup member-at-large

General responsibilities

- Time commitment: 8–10 hours/month
- Attend all Intergroup meetings (try not to miss more than one meeting/year)
- Respond promptly to emails/texts/calls from members, the board, and Region 4 Chair
- Request and review all budgets for events and purchases involving Unity Intergroup's finances (includes Buffalo Retreat, Big Book Study, Convention, workshops, literature, equipment, signage, website, workers for hire, etc.)
- Serve as liaison to the Convention committee as needed
- Coordinate with Vice Chair to orient new Intergroup Reps (provide service description)
- Ensure all Intergroup accounts are reviewed annually, and report results to the Intergroup
- Before submitting audit results to the tax accountant, invite the bookkeeper to meet with the board to review the audit and accounts, and view bank reconciliations

Monthly responsibilities

- Prepare Intergroup meeting agenda prior to the board meeting for internal review
- Facilitate monthly Board meetings; work with board to determine location/date/time
- Lead monthly Intergroup meetings; try not to miss more than one meeting/year
- Review Newsletter for content (not spelling or grammar) and send any edits to the editor
- Five days before the Intergroup meeting, send documents below:
 - Agenda
 - Trusted Servants list
 - Minutes from last month's Intergroup meeting (prepared by the Secretary)
 - Financial report
 - Newsletter... to print coordinator, website ninja (cathyunityig@gmail.com), and Constant Contact manager (howardw@isd.net)
- Forward monthly Talking Points (prepared by the Secretary) to Howard and Cathy

Vice Chair, Unity Intergroup Board

Guidelines

- Have a minimum of six months of current and continuous back-to-back abstinence
- Attend a weekly OA group
- Have served as Intergroup Rep or other Intergroup service position for at least three months
- One-year term (mid-January to mid-January), with the ability to serve two consecutive terms as Vice Chair and up to four years on the Intergroup Board, but only two years in the same role

Responsibilities

- Time commitment: 8–10 hours/month
- Attend all monthly Intergroup meetings (try not to miss more than one meeting/year)
- Participate in monthly Intergroup Board meetings
- Respond to Board emails and/or text within 24 hours, if possible
- Provide oral and/or written updates at Intergroup meetings as needed
- Serve in the absence of the Chair (note: when acting as Chair, the Vice Chair assumes all the duties, responsibilities, privileges, and voting guidelines of the Chair)
- May head a standing committee
- Coordinate with the Chair to orient new Intergroup Reps

Unity Intergroup Secretary

Guidelines

- Have a minimum of six months (180 days) of continuous back-to-back abstinence
- Attend a weekly OA group
- Have attended at least three Intergroup meetings
- One-year term (mid-January to mid-January) with the ability to serve two consecutive terms as Secretary and up to four years on the Board, but only two in the same role

Responsibilities

- Time commitment: 8–10 hours/month
- Participate in monthly Board meetings
- Attend all Intergroup meetings (try not to miss more than one meeting/year)
- At the Intergroup meeting:
 - Provide oral or written updates as needed
 - Take detailed notes on the laptop to use for Meeting Minutes, Talking Points, and Trusted Servants List
 - Note any changes to the previous month's Minutes
 - Sign-In Sheet/Binder: pass binder with blank sign-in sheet at each meeting, gather Name, Email, Phone, Service Position/Meeting Represented, and if 1st meeting or changes have occurred since previous meeting Send updates to Constant Contact manager to add to email distribution list for monthly updates
- After the Intergroup meeting
 - Write up Meeting Minutes and send to Chair
 - Amend Meeting minutes from previous month and send to cathyunityig@gmail.com
 - Write up Talking Points (keep them short and simple) and send to Chair
 - Update Trusted Servants List and send to Chair

Equipment

- Intergroup-provided laptop computer/power cord
- Flash drive (includes all past files)
- Attendee Sign-In Sheet/Binder (refill with blank sign-in sheets as needed)

Note: Unity Intergroup meets the second Saturday of each month from 12:30–2:30 pm at:
Sumner Library
611 Van White Memorial Blvd
Minneapolis, MN **55411**

Treasurer, Unity Intergroup Board

Guidelines

- Have a minimum of six months of current, continuous back-to-back abstinence and attend a weekly OA group
- Have served as an Intergroup rep for at least three months
- One-year term (mid-January to mid-January) with the ability to serve two consecutive terms as Treasurer and up to four years on the Intergroup Board, but only two years in the same role

General responsibilities

- Time commitment: 8-10 hours/month
- Respond promptly to emails/texts/calls from members and other board members
- Attend the monthly Intergroup meetings
- Attend the monthly Intergroup Board meetings
- Maintain the Unity Intergroup Bank Accounts with signatories being the Treasurer, the Chair (or other Board Members designated by the Chair)
- Present a written and verbal report of the monthly receipts and expenses for Unity Intergroup at the monthly Intergroup meeting
- Disburse funds upon submission of bills for which Unity Intergroup has approved reimbursement
- Records deposits of Unity Intergroup funds (including transferring funds from Unity Intergroup's Paypal account)

Additional responsibilities in conjunction with the Bookkeeper

- Reconcile all bank accounts on a monthly basis
- Submit a proposed annual budget
- Make Unity Intergroup's financial records available to an auditor
- Receive, deposit, and record Unity Intergroup's donations
- Send the annual State of Minnesota nonprofit tax exempt status form
- Coordinate the filing of the annual taxes with the Tax Accountant