

# **Unity Intergroup Service Positions Guidelines & Responsibilities**

**Updated January 2021**

## Unity Intergroup Overview

Unity Intergroup serves approximately 60 Overeaters Anonymous meetings throughout the Twin Cities and communities in central and southern Minnesota and western Wisconsin. We are governed by the 12 Traditions of Overeaters Anonymous and our Intergroup's Bylaws. Unity Intergroup is part of Region 4 and is affiliated with the World Service Office (WSO) of Overeaters Anonymous.

OA members keep Unity Intergroup alive so the service body can help carry a message of hope and recovery to those still suffering from the disease of compulsive eating. Unity Intergroup does that by supporting a wide range of OA recovery events and services, including:

- Website ([overeaters.org](http://overeaters.org))
- Conventions, retreats and workshops
- Start-up funds for new meetings
- Monthly newsletter *Expressions of Unity*
- Outreach to healthcare professionals
- Monthly Intergroup board meetings and business meetings
- Constant Contact email updates and announcements
- WiFi-enabled phone and Zoom account
- Telephone hotline
- OA literature for events
- Participation in Region 4 Assemblies and OA World Service Business Conferences

## **Chair, Unity Intergroup Board**

### **Guidelines**

- Minimum one year of current, 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), can serve two consecutive terms as Chair and up to four years on the Intergroup Board, but no more than 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
- Forward monthly Talking Points (prepared by the Secretary) to Howard and Cathy
- Five days before the Intergroup meeting, the following documents to Print Coordinator, Web Content Manager (cathyunityig@gmail.com), and Email Manager (howardw@isd.net):
  - Agenda
  - Trusted Servants list
  - Minutes from last month's Intergroup meeting (prepared by the Secretary)
  - Financial report
  - Newsletter

## **Vice Chair, Unity Intergroup Board**

### **Guidelines**

- Minimum one year of current, 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), can serve two consecutive terms as Vice Chair and up to four years on the Intergroup Board, but no more than 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

## **Secretary, Unity Intergroup Board**

### **Guidelines**

- Minimum one year of current, back-to-back abstinence
- Attend a weekly OA group
- Have attended at least three Intergroup meetings
- One-year term (mid-January to mid-January), can serve two consecutive terms as Secretary and up to four years on the Intergroup Board, but no more than two years 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 1<sup>st</sup> 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](mailto:cathyunityig@gmail.com)
  - Write up Talking Points (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.

Currently, we are meeting on Zoom but post-pandemic, we plan to return to:

Sumner Library

611 Van White Memorial Blvd

Minneapolis, MN 55411

## **Treasurer, Unity Intergroup Board**

### **Guidelines**

- Minimum one year 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), can serve two consecutive terms as Treasurer and up to four years on the Intergroup Board, but no more than 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
- Record 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

## **Literature Coordinator**

### **Guidelines**

- Minimum one year of current, back-to-back abstinence
- Attend a weekly OA group
- One-year term (mid-January to mid-January); can serve two consecutive terms

### **Responsibilities**

- Time commitment: 2–3 hours/month (varies depending on event schedule)
- Attend the monthly Intergroup meeting
- Maintain an inventory of program literature at the storage unit (Note: the literature inventory is on an Excel spread sheet)
- Perform two inventories per year, including one final inventory before passing the service on to the next coordinator, and send report to Intergroup Chair
- Coordinate with event and professional outreach chairs to determine literature needs
- Order/distribute literature as needed (note: OA literature is only available at [oa.org](http://oa.org); AA literature can be purchased at the AA Intergroup office, 7204 W 27th St #113, St Louis Park, MN 55426)
- Communicate all financial transactions to Unity Intergroup Treasurer
- Encourage meetings, Intergroup reps and event coordinators to check with Literature Coordinator before ordering additional books (if Intergroup has excess inventory to sell, groups can save on postage)

## Hotline Responder

### Guidelines

- Minimum one year of current, back-to-back abstinence
- Attend a weekly OA group
- One-year term (mid-January to mid-January); can serve two consecutive terms

### Responsibilities

- Time commitment: 1–2 hours/month
- Attend the monthly Intergroup meeting
- Check the Hotline once daily
- Respond to messages as needed—for example:
  - Help callers find meetings on overeaters.org
  - Print/send meeting list to callers w/o a computer
  - Direct callers to oa.org to find phone meetings or out-of-state meetings
  - Explain different meeting formats
  - Ignore/delete all telemarketing calls
- Delete message after returning calls
- User instructions:
  - Call 612-377-1600
  - When outgoing message begins, press \*1212
  - Press 3 to delete



## Newsletter Editor for *Expressions of Unity*

### Guidelines

- Minimum three months of current, back-to-back abstinence
- Attend a weekly OA meeting

### Responsibilities

- Time commitment: 4–6 hours/month
- Attend the monthly Unity Intergroup meeting
- One time task: create a gmail account (e.g., newslettereditor@gmail.com or unitynewsletter@gmail.com) or use your personal email address and share it with the Web Content Manager (cathyunityig@gmail.com)
- Ask fellow OA members to contribute articles by the 27<sup>th</sup> day of the month
- Edit articles for spelling, grammar, and typos
- Build the newsletter issue using the Microsoft Word template\*
  - Update the month in the footer and on the front page
  - Use the front page to promote upcoming events, newsletter topics, and other news
  - Update the newsletter email address and Board contact list on the front page
  - Optional: insert royalty-free images on the front page and throughout the issue
- Send the final draft to the Chair for review
- Once it's approved, save the newsletter as a PDF and send it to:
  - Howard (Constant Contact) [howardw@isd.net](mailto:howardw@isd.net)
  - Cathy (Web Content Manager) [cathyunityig@gmail.com](mailto:cathyunityig@gmail.com)

\*Cathy G will send you the current template but feel free to make it your own!

The image shows a newsletter template for 'Expressions of Unity'. It includes a header with the Unity Intergroup logo and the title 'Expressions of Unity'. The main content is divided into several sections: 'NEWS & NOTEWORTHY' with sub-sections for 'INTERGROUP MEETING', 'BODY IMAGE WORKSHOP', and 'RECOVERY FROM RELAPSE MEETING'; 'QUICK STEPS FOR MEN'; 'OUR MAILING ADDRESS'; 'ATTENTION ALL MEETINGS!'; 'UNITY INTERGROUP ELECTIONS ON 1/20/21'; and 'UNITY INTERGROUP BOARD'. A footer contains the website URL 'www.overeaters.org'. Callout boxes are placed over the template to indicate where to make updates: 'Update month' at the top; 'Update future events' in the 'QUICK STEPS FOR MEN' section; 'Optional: image' pointing to a snowman image; 'Update for this month's topic and add future topics; replace with your gmail address' in the 'This Month's Topic' section; and 'Update with new board' in the 'UNITY INTERGROUP BOARD' section.

## **OA Quick Steps Workshop Chair/Step-by-Step Workshop Guide**

### **Guidelines**

- Minimum of three months (90 days) of current, back-to-back abstinence
- Attend a weekly OA group
- One-year term (mid-January to mid-January); can serve two consecutive terms

### **Responsibilities**

- Attend the monthly Intergroup meeting
- See below (prep work, publicity, and post-workshop tasks)

### **Step-by-Step Guide:**

#### **1. Prep Work**

- a. Fill out budget form on [overeaters.org/Intergroup/Forms](http://overeaters.org/Intergroup/Forms), and submit to Board for approval
- b. Confirm two workshop facilitators (abstinence requirement: 1 year)
- c. Book the space and set the dates

#### **2. Publicity**

- a. Create flyer based on existing template; include contact name and information
- b. Send to: Email manager (Howard); Web Content Manager (Cathy G); Print Coordinator

#### **3. Registration**

- a. Create registration list (with first name and last initial, phone and email, if available)
- b. Ask participants if they have a sponsor or another person to listen to their 5<sup>th</sup> step
- c. If they don't, contact other OA members who might be willing to listen to a 5<sup>th</sup> step
- d. 1-2 weeks before the first class, contact registrants and send them the OA Quick Steps Workshop Prep documents (agenda, homework)

#### **4. Pre-workshop Tasks**

- a. Create packets (see samples and electronic copies)
- b. Give lead facilitator:
  - Packets
  - 7<sup>th</sup> Tradition envelope/bag
  - Region 4 Daily Journals
- c. After 1<sup>st</sup> session, print Certificates of course completion for students, give to lead facilitator

#### **5. Post-workshop Tasks**

- a. Collect 7<sup>th</sup> Tradition contributions, income from Regional 4 Journals, and any unused packets from lead facilitator
- b. At the next Intergroup meeting:
  - Ask Chair to sign facility rental letter
  - Give 7<sup>th</sup> Tradition and R4 Journal income to Treasurer
  - Request check from Treasurer and send to facility, along with signed rental letter

## **Unity Intergroup Representative**

### **Guidelines**

- Length of term and abstinence requirement determined by individual meetings
- Attend a weekly OA meeting

### **Responsibilities**

- Time commitment: 3 hours/month
- Attend the monthly Unity Intergroup meeting or find an alternate if you can't make it
- Take copies of the newsletter, event flyers, meeting lists, etc. back to your home group
- Sign up for email updates at [overeaters.org](http://overeaters.org)
- Print out Talking Points and share them at your meeting—preferably more than once!
- Act as liaison between Intergroup and home group: announce upcoming events and service needs, as summarized in Talking Points; gather input to share with Intergroup
- Get involved in service opportunities, such as:
  - Chair an event or join an event committee (e.g., Buffalo Retreat, Convention, Big Book Study, Sponsorship Workshop)
  - Serve as Professional Outreach Coordinator or Hotline Responder
  - Help set up/strike the WiFi-enabled phone system at Intergroup meetings
  - Help staff the OA booth at professional conferences

Monthly Unity Intergroup meeting:

2<sup>nd</sup> Saturday of each month from 12:30–2:30 pm

Currently on Zoom but sometime in the future:

Sumner Library

611 Van White Memorial Blvd

Minneapolis, MN 55411