

GREATER ANN ARBOR AREA INTERGROUP POLICIES AND PROCEDURES

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SERVICE POSITION GUIDELINES

GUIDELINES FOR CHAIRPERSON

Statement of Purpose

The Ann Arbor Intergroup (IG) supports OA Groups in our area in carrying the message to compulsive eaters. IG provides effective functioning at an area level and allows groups to benefit by pooling resources. Two co-chairs work as a team to accomplish these responsibilities.

Guidelines:

Provides support and gives direction to the IG group, avoids duplication of efforts and ensures we are directly responsible to those we serve. The two chairs determine their own division of responsibilities.

Criteria: Criteria: Leadership and organizational skills. Previous IG experience preferred.

Responsibilities:

- Sets agenda for IG meeting, especially follow-up on Old Business.
- Leads meeting, monitors time. Ensures the meeting begins and ends on time.
- Supports and gives direction to the IG members.
- Serves as liaison to region and WSO, including surveys.
- One of the two co-chairs should serve as designated signor on behalf of IG when an IG representative signature is needed.

Prior to each IG meeting, organize and lead a meeting of Board officers to prepare the IG Agenda. Submit to Online Communications for distribution.

The chair position is a member of the IG Board so the following GAAAIG Bylaws apply:

Based on Greater Ann Arbor Area Intergroup Bylaws, position requires the following

Article IV Section 3 – Qualifications for the Intergroup Board

To qualify for election to the IG Board, an individual must:

A.) Be working the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service to the best of his/her ability.

B.) Have 1 year of current abstinence when taking office (each person is the sole judge of his/her abstinence.)

Based on Greater Ann Arbor Area Intergroup Bylaws, position term is as follows:

ARTICLE IV Section 5 – Term of Office

A.) Board members shall be elected to serve for a period of 2 years.

On Even-numbered years, One Co-Chairperson and the Treasurer shall be elected.

On the Odd-numbered years, the Other Co-Chairperson and the Secretary shall be elected.

Newly elected officers shall begin service at the Intergroup meeting following their election.

Board members shall serve no more than 2 consecutive terms in the same office.

After an interval of 1 year, a member may again be eligible for election to their prior office.

Once elected, a Board member or Committee Chairperson may not vote as a group representative at the Intergroup.

Based on Greater Ann Arbor Area Intergroup Bylaws, position responsibilities include:

Article IV Section 6 – Responsibilities of the Intergroup Board Membership

Serve as guardians of the Twelve Steps, Twelve Traditions and Twelve Concepts with respect to the functions of the Intergroup.

Perform the duties of their offices in accordance with the Service Position Guidelines in the Intergroup Policy and Procedure Manual.

Serve as guardian of Intergroup funds, which includes an annual financial audit.

Provide a forum for the interchange of ideas and information among member groups.

June 2024

GUIDELINES FOR SECRETARY

Statement of Purpose

The Ann Arbor Intergroup (IG) supports OA Groups in our area in carrying the message to compulsive overeaters. The Secretary maintains group records, providing the transparency and necessary structure to be responsible to those we serve.

Guidelines:

Secretary is the keeper of IG information. The Secretary may delegate the duty of recording IG meeting minutes to another.

Responsibilities:

Creates minutes from each IG meeting and distributes in a timely fashion.

Maintains IG Information Sheets

Maintains all IG correspondence

List of names and contact information for each officer, coordinator, committee chair and IG rep.

list of meetings to include: day of week, location, time, IG rep and the OA.org contact person.

a schedule of meetings for general distribution (not including IG rep name etc).

Coordinate with Online Communications Committee to periodically make available printed versions of information for distribution or download.

Participates with other officers in IG agenda preparation meeting.

The secretary position is a member of the IG Board so the following GAAAIG Bylaws also apply:

Based on Greater Ann Arbor Area Intergroup Bylaws, position requires the following

Article IV Section 3 – Qualifications for the Intergroup Board

To qualify for election to the IG Board, an individual must:

A.) Be working the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service to the best of his/her ability.

B.) Have 1 year of current abstinence when taking office (each person is the sole judge of his/her abstinence.)

Based on Greater Ann Arbor Area Intergroup Bylaws, position term is as follows:

ARTICLE IV Section 5 – Term of Office

A.) Board members shall be elected to serve for a period of 2 years.

On Even-numbered years, One Co-Chairperson and the Treasurer shall be elected.

On the Odd-numbered years, the Other Co-Chairperson and the Secretary shall be elected.

Newly elected officers shall begin service at the Intergroup meeting following their election.

Board members shall serve no more than 2 consecutive terms in the same office.

After an interval of 1 year, a member may again be eligible for election to their prior office.

Once elected, a Board member or Committee Chairperson may not vote as a group representative at the Intergroup.

Based on Greater Ann Arbor Area Intergroup Bylaws, position responsibilities include:

Article IV Section 6 – Responsibilities of the Intergroup Board Membership

Serve as guardians of the Twelve Steps, Twelve Traditions and Twelve Concepts with respect to the functions of the Intergroup.

Perform the duties of their offices in accordance with the Service Position Guidelines in the Intergroup Policy and Procedure Manual.

Serve as guardian of Intergroup funds, which includes an annual financial audit.

Provide a forum for the interchange of ideas and information among member groups.

June 2024

GUIDELINES FOR TREASURER

Statement of Purpose

According to Tradition 7, every OA group ought to be fully self-supporting, declining outside contributions.

Guidelines:

The treasurer collects money from groups and special events and pays the bills accrued to run intergroup and intergroup sponsored activities.

Responsibilities:

1. Pay bills for all services or obligations contracted by Intergroup. (Examples: website updates, Constant Contact, etc.)
2. Collect contributions from meetings and special events. Record amounts collected and deposit money in the bank.
3. Provide a written account of all income and expenses each month.
4. Balance the checkbook each month.
5. Process paperwork and pay fees for PO box and state LLC.
6. Send contributions to World Service Office and Region 5 quarterly.
7. Monitor bank account balance to ensure we have funds to cover our commitments and send surplus to Region 5 and WSO.
8. Create a budget to be approved of by Intergroup.
9. Participates with other officers in IG agenda preparation meeting.

Criteria: specific skills or requirements: spreadsheet, general computer, has held at least one another IG position.

Funding: This position is funded from the general fund.

Process: Bills must be paid in a timely manner. Collected money needs to be deposited once a month. Written report of income and expenses is completed monthly.

Schedule: The budget for the new year is drafted for the January IG meeting.

The Treasurer is a member of the Intergroup Board, so the following GAAAIG Bylaws apply:

Based on Greater Ann Arbor Area Intergroup Bylaws, position requires the following

ARTICLE IV Section 3 – Qualifications for the Intergroup Board

To qualify for election to the IG Board, an individual must:

- A.) Be working the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service to the best of his/her ability.
- B.) Have 1 year of current abstinence when taking office (each person is the sole judge of his/her abstinence.)

Based on Greater Ann Arbor Area Intergroup Bylaws, position term is as follows:

ARTICLE IV Section 5 – Term of Office

- A.) Board members shall be elected to serve for a period of 2 years.
 - 1.) On Even-numbered years, One Co-Chairperson and the Treasurer shall be elected.
 - 2.) On the Odd-numbered years, the Other Co-Chairperson and the Secretary shall be elected.
 - 3.) Newly elected officers shall begin service at the Intergroup meeting following their election.
- B.) Board members shall serve no more than 2 consecutive terms in the same office.
- C.) After an interval of 1 year, a member may again be eligible for election to their prior office.
- D.) Once elected, a Board member or Committee Chairperson may not vote as a group representative at the Intergroup.

Based on Greater Ann Arbor Area Intergroup Bylaws, position responsibilities include:

ARTICLE IV Section 6 – Responsibilities of the Intergroup Board Membership

- A.) Serve as guardians of the Twelve Steps, Twelve Traditions and Twelve Concepts with respect to the functions of the Intergroup.
- B.) Perform the duties of their offices in accordance with the Service Position Guidelines in the Intergroup Policy and Procedure Manual.
- C.) Serve as guardian of Intergroup funds, which includes an annual financial audit.
- D.) Provide a forum for the interchange of ideas and information among member groups.