

## Committee Descriptions

Intergroup Board and Committee Chairs are selected in November for the following calendar year. Open positions of course may be filled at any time. Job descriptions can be found in the IG Bylaws, Article IV, and Section 7 on page 7. Use the Board nomination form to apply for any board position. The Committee Chair position duties are described below. Use the Committee Chair nomination form to apply for any chair position. If you would like to serve on one of these committees we would LOVE to have you. Please use our contact form to send email if you have questions or want more information. Although a committee may not currently have a chair- there is still work to be done and help needed to keep the fellowship going. If you would like to Chair a committee, see qualifications at the bottom of this page under Committee Chair Qualifications.

### **SPECIAL EVENTS**

Plan and execute special events by:

1. Solicit members to work on the committee
2. Plan Your Programs for the Year
3. Arrange for event location;
4. Budget each event; (Cost to bring speaker, phone calls, transportation, meals -location Rent) needed supplies
5. Arrange for Speaker(s)
6. Create a Flyer or a Flyer/Registration Form at least two months in advance and start advertising the even by reporting the event in writing to Intergroup, bring copies of the Flyer to Intergroup for distribution to Intergroup Reps.
7. Submit flyer to SEAZ Website Submit article to Newsletter Editor and forward copy to IR Trainer for emailing to absentee IRs.
8. Submit a budget once a year to the Budget Committee. Monitor activities/expenses to stay within the budget provided. Identify solutions to meet any anticipated budget shortfall and present them to IG for approval. Attend monthly Intergroup meetings and provide a monthly written report including financial accounting of income and expenses for events. Special Events chair is encouraged to attend monthly Board meetings and write a newsletter article describing committee responsibilities and activities/achievements. Ways and Means is a subcommittee of Special Events and has its own budget line on the Intergroup Treasurer's report. Annual Retreat is a subcommittee of Special Events and has its own budget line on the Intergroup Treasurer's Report.

### **NEWSLETTER**

1. Solicit members to work on the committee.
  2. Solicit and acknowledge receipt of articles, and special events.
  3. Communicate with Special Events & Twelve Steps Within, to advertise events
  4. Work with Meeting List Chair to update and publish Meeting List
  5. Be Available to publish "News Flashes"
  6. Desktop publish the newsletter (type or word process)
  7. Maintain electronic distribution list of all members on SEAZ Board, Committee Chairs and Intergroup Representatives and IR Trainer and send Newsletter out electronically prior to Intergroup.
  8. Make copies of Newsletter and bring it to Intergroup.
  9. Submit a budget once a year to the Budget Committee. Monitor activities/expenses to stay within the budget provided, identify solutions to meet anticipated budget shortfall and present them to IG for approval. Attend monthly Intergroup meetings and provide a monthly written report. Newsletter chair is encouraged to attend monthly Board meetings and write a newsletter article describing committee responsibilities and activities/achievements.
- Creativity will come in handy when you don't receive enough articles. Try browsing WSO, Area 3D, etc. for current events or interesting articles already submitted and accepted by WSO and Region III.

### **Meeting List**

1. Continue to include "For meeting changes, additions, deletions, including IR's and contact person please contact meeting list chair \_\_\_\_\_@ In all reported changes please be sure to include Meeting Name, Location, Day and Time."
2. Prepare and update meeting list including IG Board contact information and IR & Contacts for each group.
3. Distribute list in electronic format to Intergroup members, IG Board,, Telephone Committee Chair, IR Trainer ,Newsletter editor, website chairperson, and committee chairpersons for their use. Bring copies to Intergroup.
4. Submit a budget once a year to the Budget Committee. Monitor activities/expenses to stay within the budget provided, identify solutions to meet any anticipated budget shortfall and present them to IG for approval.
5. Attend monthly Intergroup meetings, provide a monthly written report, and encouraged to write a newsletter article describing committee responsibilities and activities/achievements.

## **Telephone**

1. Solicit and schedule members to take/answer messages from voicemail,
2. Receive updates to meeting changes by requesting updates from Meeting List Chair.
3. Update voicemail message as needed.
4. Create and maintain a brief training document to assist new volunteers.
5. Work with telephone service provider on budget/service questions as needed; aware of the annual budget line Amount approved by the Intergroup.
6. Ask Treasurer each month for number of calls to 733-0880 billed by telephone voicemail provider for inclusion on monthly committee report for Intergroup.
7. Monitor activities/expenses to stay within the budget provided, identify solutions to meet any anticipated budget shortfall and present them to IG for approval. Attend monthly Intergroup meetings and provide a monthly written report. Also encouraged to attend monthly Board meetings and write a newsletter article describing committee responsibilities and activities/achievements

## **IR Trainer**

1. Maintain a current list of all IR, Board, and Chairs by receiving Secretary's SEAZ Address List. Be ready to greet new IR's and have their information by passing a sign-up sheet for new IR, and substitute IR's to write their name, the Group they represent, their address, phone number & Email address.
2. Share this information with the Meeting List Chair for updating Meeting List
3. Facilitate Intergroup Rep effectiveness by creating and using tools to help IRs share within their groups and at Intergroup.
4. Maintain a sample "IR notebook" with extra copies of materials for new IRs. & keep copies of "OA Handbook for Members, Groups, & Service Bodies" as well as the "Twelve Concepts of OA Service" available and handy at all times for new IRs
5. Maintain and distribute the SEAZ OA "We Care" list.
6. Mail meeting materials to absent IRs which should include new meeting list, Event Flyers, Treasury Report, and IG Minutes
7. Create a process for IR and other Intergroup member to sign-up to Intergroup committees
8. Act as designated downloader for SEAZ Intergroup by visiting OA, Inc. and other OA websites for appropriate documents to share and attend monthly intergroup meetings. Do an Annual Review of IR Notebook, IR Trainer is encouraged to attend monthly Board meetings and write a newsletter article describing committee responsibilities and activities/achievements. Have a tip of the month ready to share at Intergroup
9. Develop directive for location of Intergroup 3-Ring Binder which needs to be passed from resigning IR to new IR and how to handle the closing of a meeting [e.g., when a meeting closes, please bring IR 3-Ring Binder and other materials to current IR Trainer. Monies should be distributed under the existing distribution directive. ] . Place this Directive on Front of Binder.

## **Public Information/Professional Outreach (PI/PO)**

1. Solicit Committee Members
2. Maintain contact with the professional community. For example: Packets which include current meeting list for distribution to Medical Professional via IR, along with offering Speakers at special health events and at health institutions.
3. Maintain contact with the media and the community at large. Place WSO approved ads in Tucson Weekly as well as WSO approved PSA on radio stations. Distribute flyers, ANONYMOUS meeting list (remove Names & phone numbers from the list) event information, where appropriate. In high traffic public areas such as libraries and Pima Community College and the U of A. and Insert SEAZ website address and telephone number on all distributed literature.
4. Respond to requests for OA booths at public information events such as health fairs; and other such events such as: Wellbriety. Bookman's Health Fair, AZ Academy of Nutritionists and Dieticians, Not Simply Red (HIV Awareness) and the Diabetes Fair.
5. Initiate and conduct public outreach, via events and media publicity
6. Maintain a Speakers Bureau and schedule speakers to share their stories at venues throughout the SEAZ area. .
7. Start advertising the event about one month in advance by creating a flyer, reporting the event in writing to Intergroup, IR Trainer, and bring copies of the Flyer for distribution to Intergroup Reps. Submit flyer to SEAZ Website, and submit article to Newsletter Editor.
8. Submit a budget once a year to the Budget Committee. Monitor activities/expenses to stay within the budget provided, identify solutions to meet any anticipated budget shortfall and present them to IG for approval. Check OA, Inc. and Region 3 for available funding for PIPO activities. Attend monthly Intergroup meetings and provide a monthly written report including financial accounting of income and expenses for events. PIPO Chair is encouraged to attend monthly Board meetings and write a newsletter article describing committee responsibilities and activities/achievements.

## **Lifeline / Resource Library**

1. Solicit committee members to carry out *Lifeline* and resource library activities which includes instructing OA members on how to submit articles to *Lifeline*.
2. Display *Lifeline* magazines at OA events and offer subscription forms.
3. Attend meetings and share about *Lifeline*. Start a *Lifeline* meeting using the *Lifeline* Meeting Format found at WSO website, Show members the magazine. Online subscriptions are also available. Give old copies to new members.
4. Make tapes/CDs available to OA members. Maintain the CD library by keeping a current inventory, making copies of originals, and purchasing new items. Account for any usage fees charged, and submit a budget once a year to the Budget Committee; monitor activities/expenses to stay within the budget provided and identify solutions to meet any anticipated budget shortfall and present them to IG for approval. Attend monthly Intergroup meetings and provide a monthly written report. Lifeline/Resource Library Chair is encouraged to attend monthly Board meetings and write a newsletter article describing committee responsibilities and activities/achievements.

## **Twelfth-Step Within**

**Mission Statement from WSO:** *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. The committee's purpose is to strengthen Overeaters Anonymous by sharing information and ideas that generate recovery within the Fellowship. Those who give Twelfth-Step-Within service encourage existing OA members to become or remain abstinent, to work the Twelve Steps and to give service to the best of their ability. Doing this service increases the quantity and quality of recovery in our Fellowship, thereby assisting our own spiritual journey. Twelfth Step Within does not focus on attracting new members; it explicitly supports the ones we already have.*

1. Solicit committee members and use the Twelfth-Step Within handbook and materials from OA's World Service Office and online to fulfill the committee Purpose
2. Develop a plan with quarterly activities. This can be achieved by holding workshops, marathons. Encourage and support sponsorship; (sponsorship workshops) focus on membership retention; encourage the use of literature that addresses twelfth-step-within concerns.
3. Start advertising events about two months in advance by creating a flyer, reporting the event in writing to Intergroup and bring copies of the Flyer to Intergroup for distribution to Intergroup Reps. Submit flyer to SEAZ Website, and submit article to Newsletter Editor.
4. Submit a budget once a year to the Budget Committee; monitor activities/expenses to stay within the budget provided, identify solutions to meet any anticipated budget shortfall and present them to IG for approval. Check OA, Inc. and Region 3 for available funding for TSW activities. Attend monthly Intergroup meetings and provide a monthly written report including financial accounting of income and expenses for events. Twelfth-Step Within Chair is encouraged to attend monthly Board meetings and write a newsletter article describing committee responsibilities and activities/achievements.

## **Website**

1. Solicit committee members.
2. Update and modify SEAZ website as needed for greater effectiveness (working skill with web management software, i.e. WordPress, is desired).
3. Post newsletters, meeting lists, flyers and announcements as provided.
4. Maintain the IG Call To Action list.
5. Promote and encourage use of the website among OA members.
6. Submit a budget once a year to the Budget Committee. Monitor activities/expenses to stay within the budget provided, identify solutions to meet any anticipated budget shortfall and present them to IG for approval.
7. Attend monthly Intergroup meetings and provide a monthly written report. Create a list of website documents and add annual review to Board agenda. Website Chair is encouraged to attend monthly Board meetings and write a newsletter article describing committee responsibilities and activities/achievements.

## **Committee Chair Qualifications**

- A. Be working the Twelve Steps of OA.
- B. Have knowledge of the Twelve Traditions of OA.
- C. Have knowledge of the Twelve Concepts of OA Service.
- D. Currently be abstinent.
- E. Be or have been an IR for a minimum of six months.