

## Region One Policies & Procedures – October 2010

### OFFICERS

1. Official correspondence representing the Region One Board shall first be submitted to all board members for input.
2. The Region One Heart Logo (*see below*) is adopted for Region One Board and Committee correspondence.



3. Any Board member may request a leave of absence of up to two months, which shall be granted at the discretion of the Board.
4. Any member of the Region One Board who is unable to fulfill their duties shall be asked if they wish to resign or take a leave of absence of up to two months.
5. The Region One Chair shall appoint a Parliamentarian for the Region One Assembly annually to advise the Chair on procedural issues. Factors which shall be used in selection are:
  - a. Familiarity with the Twelve Steps, Twelve Traditions and Twelve Concepts of Overeaters Anonymous
  - b. Familiarity with the Bylaws and Policies and Procedures of the Region One Assembly.
  - c. Ability to apply Roberts Rules of Order Newly Revised.
  - d. Cost. If the chosen Parliamentarian is a member of Overeaters Anonymous,

their expenses will be reimbursed in the same manner as the Region One board.

The Parliamentarian shall be an ex-officio member of the Bylaw Committee

## **REGION REPRESENTATIVES**

1. The Region One Secretary shall send out a form titled “Eligibility for Assembly” to each intergroup at least one hundred fifty (150) days before the Region One Assembly. The form shall be used to register the intergroup’s Region Representatives and/or alternates for the upcoming Assembly and attest to the Representatives’ and/or alternates’ eligibility to serve at the Assembly.
2. The intergroup shall complete and submit the “Eligibility for Assembly” form and send it to the Region One Secretary at least forty-five (45) days prior to the Assembly.

## **BOARD MEETINGS**

1. Board minutes will be sent electronically to current board members, Intergroups, committee chairs, registered Regional Representatives/alternates, other Region Chairs, and any member of Region One who requests minutes.
2. The primary purpose of the board meetings will be Region One business and Region One will continue to investigate expansion of the outreach program, i.e., service and tradition workshops/committee networking and service forums.

## **BUDGET AND FINANCE**

### **A. FINANCE**

1. Region One shall operate its finances in an orderly and cost effective manner.
2. Region One funds will be accounted for in accordance with recognized financial accounting practices and in compliance with all laws.
3. The treasurer and at least two other Board members shall be authorized check signers.
4. All funds shall be held in registered and insured financial institutions.
5. All expenditures must be supported by related receipts.
6. All accounts or enterprises which involve Region One funds shall be audited on an annual basis. The Chairman shall appoint an Audit Committee of up to three people

whose duties shall be to audit all such accounts. The committee shall present a written report of the financial activity of Region One's accounts by the second board meeting following Assembly. The audit of other Regional events shall be presented by the second board meeting following the event.

**B. BUDGET:**

1. The Region operates on a fiscal year running from January 1 through December 31.
2. The Budget & Finance Committee shall draft a budget for the upcoming fiscal year, based on realistic expectations of revenue and fund balances above the level of prudent reserve, and the amount of funds required to operate the programs the Assembly has approved, to be submitted to the Assembly for approval. After review and amendment, the Assembly shall adopt the subsequent year's budget
3. Region One funds shall be disbursed in accordance with the budget. Any expenditure exceeding 10% of a budgeted line item shall require approval by the Board. If the board approves a budgeted override, such action shall be brought forward at the next Assembly for ratification
4. The region shall budget to donate all excess funds to WSO annually. Excess funds is calculated as Fund Balance plus Budgeted Revenues Less Budgeted Operating Expenses (excluding dedicated funds) less Prudent Reserve.
5. The Region shall contribute on an annual basis to the WSBC inter-regional funds for Professional Outreach Note: To be included in a budget line item.
6. Affirmed Trustee Nominees may apply for funding to attend WSBC for the year of their Election.

**C. PRUDENT RESERVE:**

Prudent Reserve of six months' operating expenses shall be maintained. Prudent reserve shall be calculated annually by taking an average of the prior three years annual operating expenditures and dividing by six. Dedicated funds such as scholarships shall not be included in this calculation. If the prudent reserve falls below the required level, a minimum of \$75 per quarter shall be added to this account until the prudent reserve level is met.

If the Treasurer's report at any board meeting indicates a reasonable expectation that transfers out of the prudent reserve account shall be required in the next quarter, the Budget & Finance Committee shall meet, and present a plan for reducing operating expenses for board approval.

**D. SCHOLARSHIP:**

A scholarship fund savings account shall be maintained, the minimum level to be established in the current year's budget.

**E. PUBLIC INFORMATION GRANTS**

1. The Region One budget will include a line item for Public Information grants, the amount to be voted on at each year's Assembly.
2. A single intergroup, or coalition of intergroups, may make application for grant funds by submitting a request for such funds through the PI/Professional Outreach committee.
3. Proposals shall be in accordance with the Twelve Steps and Twelve Traditions.
4. Proposals shall be submitted on a form which includes:
  - The proposed service bodies, including the signature of the chair(s) and contact information for the person responsible for the project.
  - A complete description of the proposed project, including how the proposal was developed, any research done on locations, demographics, and prices.
  - The targeted audience and projected number of people to be reached.
  - The projected total cost of the project, including direct and indirect costs, the amount the service body intends to cover or receive from other sources, and the amount of the grant requested.
  - A projected timeline, including the starting and proposed ending date of the project.
  - A proposed method of measuring results.
  - Whether any of the project materials may be useful for other Region One service bodies.
5. When written proposals are received and approved by the PI/Professional Outreach Committee, they will be forwarded to the Board liaison.
  - a. Requests of under \$200 which fall within the line item budget for Public Information grants may be approved by the Board liaison, who will forward a request for funds to the Treasurer.
  - b. Requests of over \$200, or if the request would exceed the budgeted amount for Public Information grants, would be forwarded to the Board for approval, and, if necessary, a budget override.
  - c. Receipts for all monies spent will be forwarded to the Treasurer in accordance with Region One policies.

6. The project's chair will keep the PI/PO chairs advised of the progress and status of the project. The PI/PO chairs will include this information in their quarterly reports to the board. Within 30 days of the close of the project, a final report shall be submitted to the PI/PO chairs and the Board, and all remaining funds will be returned to the Region One treasury.

**F. REIMBURSEMENT:**

Reimbursement forms accompanied by related receipts shall be submitted to the Treasurer, who shall approve reimbursements and issue checks according to the following guidelines:

1. Board members and Committees shall be reimbursed for their reasonable expenses in performing their designated duties. Board members and Committees shall attempt to use the most cost effective means of performing their duties.
2. Board members:
  - a. Travel shall be reimbursed at:
    - i. actual airfare; or
    - ii. The IRS car usage reimbursement rate
  - b. Lodging shall be reimbursed at double occupancy, unless reasonable circumstances deem otherwise. Current board members may be reimbursed at single occupancy for the first two nights of Assembly.
  - c. Up to five nights lodging shall be reimbursed for Assembly/Convention for all current board members. Newly elected board members are not reimbursed. The Chair, or his/her designee, may be reimbursed for an additional night of lodging at single occupancy if deemed necessary by the board.
3. Board members and committees shall use the most cost effective means of communication between board meetings. Phone calls for personal or recovery issues shall not be reimbursed.
4. Committees shall submit requests for reimbursement to their liaison board member. The board member shall forward approved requests for reimbursement to the Treasurer.
5. A board or committee member may request an advance for anticipated expenditures. When the expenditure is made, the related receipts must be forwarded to the Treasurer.
6. If an advance or other prepaid funds are not used for the purpose intended, any funds not used for Regional business shall be returned to the Region. This requirement may be waived if the board deems the reason the funds were not

used for their intended purpose was an emergency.

7. If the Treasurer does not approve a request for reimbursement, either because it is inconsistent with the Budget & Finance policies or because it is not deemed reasonable, the person requesting reimbursement may ask for a decision from the board. If the member is not satisfied with the decision of the board, the decision may be brought before the Assembly. At the Treasurer's discretion, advances may be made to cover the portion of the reimbursement that is not under appeal.
8. When the Region elects to send and finance regional delegates to the World Service Business Conference, the selected delegates shall follow the same usage and reimbursement policies and procedures as those stated above for Region board and committee members. Region One delegates to WSBC may be compensated for up to four nights lodging at double occupancy.

## **REPORTS**

1. All reports from committees and board members shall include the person's name, address, telephone number, date of report, email address (if available), and be numbered in the upper right hand corner (according to current roster) for filing convenience. Board member and committee reports are to be submitted on 8-1/2 by 11 paper, with no more than one report per page.

## **REGION ONE CONVENTION AND EVENTS**

### **A. HOTEL**

1. When an Intergroup is awarded the bid for a Region One Convention, they shall submit a list of possible hotel sites and dates available at the next regularly scheduled board meeting. The board shall vote and give the committee their first three choices. The Convention Committee shall have the final selection.
2. The complimentary rooms received from the hotel will be used in the following manner: The first room will be used as a hospitality room. A decision on the disposition of additional complimentary rooms will be cleared through the Vice Chair.
3. Consideration of holidays shall be taken into account when scheduling Region One events and dates shall be approved by the Vice Chair. The Canadian Thanksgiving is on the second Monday in October.

## **B. WAYS AND MEANS**

1. Ways and Means projects taking place during the Region One Convention are restricted to the Region One Board and/or the hosting/co-hosting Intergroups.
2. When Region One funds are used to underwrite Ways and Means items purchased for Region One events, the profit on those items shall go to Region One.
3. The hosting Intergroup shall present for approval a Ways and Means plan before or at the spring board meeting preceding the Convention, specifying for each component the proposed source of funds and disposition of net profits. This shall be done before expenditure of Region funds.
4. Region One may have an annual Convention Raffle for a prize consisting of the Super Saver Registration Package, 2 nights lodging, and up to \$100.00 toward transportation costs, and may hold a 50/50 raffle. Raffle ticket prices and deadline for entries will be established by the Ways and Means committee and approved by the Region One Board. Raffle ticket sales may commence at the start of the preceding year's convention.

## **C. REGISTRATION**

1. **Fees**
  - a. The annual region One Convention and Spring Event will have set registration fees. All OA members attending are expected to pay the set registration fee.
  - b. Reduced registration fees may be offered for seniors 65 and over and those under the age of 18. Newcomers and members' guests shall pay no registration fees.
  - c. Any member who wishes to attend and, because of personal financial crisis absolutely cannot pay the full fee, must go through the Vice Chair or designated members of the Convention committee to seek admittance to topic, marathons, and speaker sessions. It is suggested they make a donation.
  - d. Price variations on registration forms must be approved and initialed by two Convention Committee members or the Vice Chair.
2. **Registration Forms**
  - a. Posters, flyers and registration forms for any Region events shall not include the name of the speaker(s).
  - b. The registration and meal costs shall have two columns on the registration forms, one column for U.S. funds and another column for the equivalent in

Canadian funds.

- c. The Vice Chair must sign off on the flyers before printing.
- d. Registration forms are to be available:
  - i. for Assembly/Convention at the spring board meeting and in time for World Service Business Conference (WSBC).
  - ii. for Spring Event at Assembly/Convention or the January board meeting.
- e. A registration form shall be:
  - i. filled out for every person attending.
  - ii. have a number assigned to it.
  - iii. be accounted for in a journal

## **D. PROGRAM**

### **1. Keynote Speaker**

- a. The Region One Board shall submit a list of possible speakers to the Convention Committee by July 30th of the year prior to Convention for the Committee to research. The Convention Committee may add additional speakers to the list for consideration.
- b. The Convention Committee shall submit a list of possible keynote speakers of no more than seven (7) names to the Board by the January board meeting. The list shall include at least two (2) choices from the list of names provided by the Board. The Board shall give the Convention Committee their three (3) choices from the list of seven (7) and leave the final decision from this list up to the Convention Committee.
- c. Convention Committee, from this list of three, shall ask a second speaker to keep the Convention date open in case of cancellation by the first speaker.
- d. Any keynote speaker used at a Region One Convention shall not be considered again for five (5) years.
- e. Cost effectiveness shall be taken into consideration in selecting the Spring Event speaker with preference to Region One speakers.

### **2. Topic/Speakers**

- a. Region conventions will have only Overeaters Anonymous speakers, literature, and audio/video forms of media with the exception of O-Anon. No other twelve-step meeting shall be listed on the program.

- b. The Region One Convention shall provide a meeting space for impromptu meetings. Those desiring to use this space will be required to sign up for it. The time and type of meetings to be held in this room will be noted on a bulletin board and announced by the Chair, if requested. Final approval for meetings must be from the Convention Chair, the Chair of Region One, or the Region One Trustee. Topics will only be approved if they are in keeping with the OA traditions. In keeping with Tradition Three, special emphasis meetings are open to all OA members.

## **E. FINANCES**

1. All financial activities of events shall be managed in accordance with Region One Budget and Finance policies.
2. The hosting Intergroup shall present a budget for approval before or at the spring board meeting preceding the Convention.
3. All proceeds, with the exception of \$200, shall be remitted to the Region One Treasurer within two weeks of the Convention. The remaining balance shall be remitted within forty-five (45) days of the close of the convention. Any outstanding invoices after that 45-day period shall be sent directly to the Region Treasurer for reimbursement.
4. All books are to be forwarded to Region One within forty-five (45) days of the close of the Convention.
5. When Region One funds are used to underwrite items purchased for Region One events, the profits on these items shall go to Region One. (Also listed under Ways and Means.)
6. Net proceeds from the annual Spring Event shall be split 50/50 between the hosting Intergroup and Region One excluding the seed money and any specific ongoing Ways and Means projects for the hosting Intergroup or Region One.

## **F. MISCELLANEOUS**

1. Convention reports are to be submitted in writing at all board meetings. These reports are to include updates on finances. Final reports from the chair and committees are to be submitted at the first official board meeting after Convention/Assembly. These reports may be included as a part of Vice Chair's report.
2. The Convention Chair will be provided expense reimbursement out of the Convention budget for lodging and per diem (consistent with the Board policy on expenses) for the actual Convention days, Friday afternoon through Sunday

closing.

## NOMINATIONS

1. A deadline of thirty (30) days prior to Assembly shall be set for submitting written applications if nominees wish their applications printed and included in the Assembly packet. Any applicant applying for a position after this deadline and prior to Assembly shall be responsible for copies of their submitted application. Applicants may contact the Nomination Chairman or Assembly coordinator concerning disbursement of copies.
2. Voting procedures and guidelines will be included in the Assembly binder and will be consistent with those in the Region's parliamentary authority, *Robert's Rules of Order Newly Revised*.

## NEWSLETTERS

1. Electronic Copies of the Region One newsletter shall be sent free of charge to all members and services bodies requesting it.
2. The Region One newsletter shall maintain a list of email addresses of those members requesting copies of the Region One newsletter.
3. Paper or "hard" copies shall be made available free of charge at Region One events to members or services bodies.
4. Paper or "hard" copies may be mailed to those members and service bodies requesting it for the cost of the postage. This cost may be waived at the discretion of the Communications Coordinator.
5. A. Copies (electronic or "hard") of each newsletter shall be sent to the following members of Region One:
  - i. Board Members, committee chairs, and outgoing board members.
  - ii. Intergroups.
  - iii. Registered meetings of Region One.
  - iv. Intergroup Newsletter Editors within Region One, if requested. Extra copies for outreach may be requested by Intergroups or individuals.B. The following people outside of Region One shall receive electronic copies:
  - i. All OA Region Chairs and Regional Trustees.
  - ii. World Service Office
  - iii. Rosanne S (Cofounder)
6. Members wishing to receive electronic or hard copies of the newsletter or make updates to their addresses shall forward such requests to the Communications Coordinator.
7. Electronic copies of the newsletter may be sent via email as pdf files.
8. The Region One Newsletter will be available on the Region One website as a pdf file.

9. The Region One newsletter shall be published a minimum of four times per year. Additional editions may be published at the discretion of the Communications Coordinator as directed by the Region One board.
10. While it is the policy of Region One to provide its newsletter free of charge to OA members inside and outside of the Region, it is encouraged that members make donations to the Region One newsletters to offset production and postage expenses.
11. Editing of submitted articles to the Region One News should be done with concern for maintaining the integrity of the writer's meaning.

## **SCHOLARSHIPS**

### **1. GUIDELINES**

The committee shall determine the eligibility for scholarships, according to the following criteria and the order for consideration.

- a. New Intergroups or Intergroups who have never sent representatives to Region 1 Assembly.
- b. Intergroups who had not sent representatives to the Region 1 Assembly in the last five years.
- c. Intergroups who have sent representatives in the past five years.

### **2. SCHOLARSHIPS**

The following procedures in determining how many Scholarships and amount of each will depend on the following:

- a. The Region 1 Treasurer will inform the Scholarship Committee of the funds available for Scholarships.
- b. All individual scholarships exceeding \$300.00 must be approved by the Region One Board.

Scholarships awarded by Region One are for the sole purpose of assisting Intergroups that would not otherwise be represented at Assembly. Scholarships are awarded only to Intergroups registered at the Assembly and may only be used for expenses incurred at the Assembly by the Regional Representatives of those Intergroups. Scholarship money awarded is not to be used for expenses related to the Region Convention or any other Intergroup expenses.

Funds shall be reimbursed at the close of Assembly

Applications from the requesting intergroups shall be sent to the Scholarship Committee by July 31 prior to Assembly and the applicants will be notified of the Committee's decision by August 31. These deadlines may be waived in emergency situations as deemed by the Region One Board.

## ASSEMBLY MOTIONS

1. The Bylaws committee shall create and provide a form for submitting main motions to the Assembly. Main motions, as described in *Robert's Rules of Order Newly Revised*, are those motions that bring business before the Assembly. These include policy and bylaw changes, and requests for Region One to take some kind of action.
2. The Bylaws committee shall send to each Intergroup and committee chair a copy of the motion form at least one hundred twenty (120) days prior to the start of the annual Assembly. This communication shall include a copy of the Region One Policies and Procedures and a copy of the Region One Bylaws.
3. Intergroups and committees shall use this form to submit Policy and other main motions to the Bylaws committee or the Region One board thirty (30) days prior to Assembly in order to be included in the binder. Bylaw motions must be received sixty (60) days prior to Assembly, in accordance with the Bylaws
4. Main motions may also be made from the floor by Board members, registered Region Representatives, and committees, or included in Board and committee reports.
5. Motions may be ruled out of order by the Region One Chair at the Assembly. Any voting member may appeal from the Chair's decision if this occurs.
6. Emergency New Business are motions of an urgent nature that, if not acted upon before the end of the Assembly, might have a detrimental effect on the welfare of the Assembly or the members of Region One. Such motions may be submitted to the Board and considered for discussion by an Emergency New Business committee established by the Region One Chair, subject to the rules of the Assembly.

## REGION ONE RECOMMENDATIONS

### 1. Regional Representatives

Regional Representatives to Assembly have both voice and vote. Along with the Board, regional representatives will determine the direction of the Region for the upcoming year.

In addition to electing a representative(s) pursuant to Article III, Section 4, Region One Bylaws, it is suggested that intergroups elect a minimum of one alternate.

Intergroups may wish to consider the following guidelines when choosing a representative to attend Assembly:

- be abstinent for at least one year

REGION ONE ASSEMBLY OF OVEREATERS ANONYMOUS

- be faithfully adhering to the Twelve Steps, Traditions and Concepts of Overeaters Anonymous.
- be chosen for their judgement, experience, stability, open-mindedness and willingness
- have served beyond the group level for at least one year
- be elected for a minimum term of two years and a maximum term of four years (to ensure both continuity and rotation of service)
- be willing to review pertinent materials prior to Assembly in preparation to participate in Assembly discussions and voting
- be willing to be an active member of a committee for the year following Assembly, assisting the committee in fulfilling its goals
- attend all Assembly sessions and vote based on his/her conscience after hearing the information presented. Voting will be for proposed bylaw and policy amendments, new business motions, election of Board members, etc.
- vote according to the wishes of the intergroup unless situations arise at Assembly that make it necessary to vote otherwise for the best interest of OA as a whole.
- be willing to consider standing for a Region Board position if the opportunity presents itself and s/he has the requisite skills
- be World Service Delegates if possible
- be required to present a detailed written report of Assembly to the intergroup at an agreed upon time following Assembly
- be willing to train a replacement at the completion of his/her term.

**JOB DESCRIPTION POLICIES  
REGION 1 ASSEMBLY OF OVEREATERS ANONYMOUS**

1. CHAIR

- Presides at all regular and special meetings of Region One Board, Executive Board and all Assemblies.
- Serves as ex-officio members on all committees except Nominations.
- Submits a written report of activity prior to each Board meeting and Assembly.
- Regularly submits articles to the newsletter regarding progress of Region One Business.
- Represents Region One as a whole at the World Service Business Conference.
- Participates in the Region Chairs' meetings, and the Region Chairs' Committee meetings at WSBC.
- Acts as liaison to committees and Intergroups as assigned.
- Appoints committee chairs and assigns duties as necessary.
- After elections at Assembly, assigns all board members to Region One committees to serve as Liaisons for the coming year and communicates with them as needed.
- Keeps written records in order to pass on at the end of term.
- Assigns each Intergroup a Board member liaison for the coming year.

## 2. VICE CHAIR

- Acts in the capacity of the Chair in his/her incapacity or absence.
- Maintains open communication with the Chair so as to be prepared to act in his/her incapacity or absence should the need arise.
- Carries out specific assignments as directed by the Chair.
- Acts as Liaison to Committees and Intergroups as assigned.
- Submits written reports of activity prior to each Board meeting and Assembly.
- Keeps written records in order to pass on at the end of term.
- Acts as Assembly Coordinator, assuming responsibility for planning and execution of the Assembly:
  - a. Negotiates and finalizes the hotel contract for Assembly and Convention. The contract is to include hotel room rates and amenities, all meeting rooms, audio-visual and other equipment, meals associated with Convention, special restaurant meals, and any other needs specific to Assembly and Convention.
  - b. Recommends the final contract to the Chair for signature and provides the treasurer with written notice of when hotel deposits are due.
  - c. Monitors the number of hotel room nights booked, reminds intergroups of deadline for registration to help ensure room night quota is achieved if it is part of the contract.
  - d. Closely monitors the terms of the hotel contract to ensure all Region obligations are met.
  - e. Maintains regular contact with the hotel to ensure that everything remains on track and to keep abreast of any changes in administration that may affect the outcome of Assembly and Convention
  - f. Works with Region Chair to develop Assembly workshops, forums, presentations, etc. and with the Convention Chair in developing the Convention Program.
  - g. Works closely with the Convention Committee to ensure no additional expenses are incurred without prior Board approval and that financial accountability is maintained.
  - h) Coordinates production of Assembly Notebooks.
  - i) Prepares Assembly Evaluation forms and reports on results at next board meeting.
- Corresponds with board members, committee chairs, and regional representatives as needed.
- Maintains Region One Speakers' List and provides that list to groups and Intergroups who request it.
- Serves as liaison for all Region One events:
  - a) Works with Intergroups to generate bids for Region events.
  - b) Assists with contract negotiations and assures that financial accountability is maintained.
  - c) Serves as resource for Convention Chairs and for Intergroups hosting board meetings, providing guidance and clarifying expectations.
  - d) Serves as liaison between Intergroups hosting board meetings and the Region One board, keeping the Board informed of all major decisions and asking for approval/assistance as necessary.
  - e) Provides manual to Convention Chairs containing job descriptions, deadlines for specific activities, sample forms and other pertinent information.
- Serves as a resource for local bodies in planning their own events, providing formats and advice as needed.

- Acts as Liaison to Committees and Intergroups as assigned.
- Submits written reports of activity prior to each board meeting and Assembly.
- Keeps written records to pass on at the end of term.

### 3. SECRETARY

- Records and prepares the minutes of all Region One Board meetings:
  - a) Sends draft of minutes to Board Members for input and changes within 30 days of meetings
  - b) Brings one year's records from the date of the Board meeting to the meeting.
- Develops Action List from meeting notes and send out to those persons with assigned tasks within 2 weeks of the board meeting or Assembly.
- Works with the person maintaining a post office box for Region One, and when needed, will forward mail to appropriate committee chairs, board members or Intergroups, keeping a log of items sent.
- Updates and maintains roster of Board members, Committee Chairs, and Liaison assignments.
- Reaches out to Intergroups who did not attend Region One Assembly, informing them of Region One services and encouraging them to stay connected.
- Updates and maintains database of Region One Intergroups including name, current mailing address, number of groups registered, and Board liaison assigned to each.
- Updates and maintains database of Region One representatives including complete name, address, telephone number, Intergroup (or unaffiliated group) represented, and email address.
- Coordinates registration for Assembly:
  - a) Posts advance notice in Region One News of upcoming Assembly and registration deadlines.
  - b) Sends out Assembly registration form to Intergroups, encouraging pre-registration. Follows up with those Intergroups not responding by deadline.
  - c) Registers Representatives and Alternates as they arrive at Assembly, provides name tags and ribbons.
  - d) Gives credentials report on number of voting Representatives and Board members during Assembly.
- Sends Assembly materials to Intergroups who didn't send any representatives to the Region One Assembly.
- Maintains communication with unaffiliated *groups when deemed necessary by the Board.*
- Sends out notices and handles all other correspondence that is not the proper function of a committee or other board member.
- Acts as Liaison to Committees and Intergroups as assigned.
- Submits written reports of activity prior to each board meeting and Assembly.
- Keeps written records in order to pass on at the end of term.

#### 4. TREASURER

- Assumes office immediately, but allows thirty (30) days after election for previous treasurer to balance and close books.
- Provides books to chair of Audit Committee upon request.
- Maintains bank accounts in U.S. funds.
- Records receipts and disbursements in a ledger.
- Reimburses board members and committee chairs for approved expenses.
- Maintains a mailing address to receive donations.
- Records donations by Group number to support quarterly financial results.
- Completes government forms as required.
- Maintains up-to-date financial information including balancing checking accounts monthly.
- Submits preliminary budget for discussion at Board meeting immediately preceding Assembly.
- Submits budget to Assembly for approval.
- Reviews Budget and Finance policies on a regular basis.
- Provides members with expense and donation forms as requested.
- Acts as Liaison to Committees and Intergroups as assigned.
- Submits quarterly financial statements prior to each Board meeting and Assembly.
- Keeps written records in order to pass on at the end of term.

#### 5. COMMUNICATIONS COORDINATOR

- Solicits, assembles, and edits material and prepares newsletter for printing.
- Oversees maintenance of names and addresses of those receiving newsletter, including subscription and complimentary copies.
- Abides by the current Region One newsletter policies and World Service guidelines.
- Takes office after Assembly and is responsible for the first issue in January.
- Consults with the Region One Board as to content and information to be printed and makes no major changes in format or content without approval of the board.
- Acts as Liaison to Committees and Intergroups as assigned.
- Submits written reports of activity prior to each board meeting and Assembly.
- Keeps written records in order to pass on at the end of term.
- Maintains archive (at least one hard copy and one computer data file) of past issues of the Region One newsletter.
- Promotes Lifeline.

## 6. REGION ONE TRUSTEE

- Fulfills duties as described in World Service Business Conference (WSBC) Bylaws.
- Keeps Region informed of current business concerning Region One and OA as a whole.
- Attends board meetings, being a link between Region One and WSO.
- Is available to speak throughout the region as schedule and within allowable finances.
- Serves on Nominations Committee during Assembly elections (if not running).
- Submits written reports of activity prior to each Board meeting and Assembly.
- Assists Intergroups with service and traditions related events.

## 7. PARLIAMENTARIAN

- Advises Chair in maintaining order of business according to *Robert's Rules of Order Newly Revised*, Bylaws and established policies.
- Works with Chair to draft Assembly and board meeting rules using the above as guidelines. Helps to facilitate a smooth running meeting.
- During board meetings and Assembly, gives chair motions in order of precedence.
- Answers questions or parliamentarian inquiries when requested.
- Works with Bylaws Committee concerning editorial changes needed for clarity.
- Assists Chair in creating agendas for Board meetings and the Region One Assembly.