

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

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1. CHAIR

- Presides at all regular and special meetings of Region One Board, Executive Board and all Assemblies.
- May vote to make or break a tie.
- Services as ex-officio members on all committee 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 notebooks and records in order to pass on at the end of term.
- Serves on Executive Board.
- 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 notebooks and records in order to pass on at the end of term.
- Serves on Executive Board.
- Acts as Assembly Coordinator, assuming responsibility for planning and execution of the Assembly:
  - a) Works with Agenda Committee and Region Chair to develop agenda, workshops, forums, presentations, etc.
  - b) Works with Convention Hotel Committee to provide appropriate meeting rooms, equipment needs, registration setup, meals and other needs.
  - c) Corresponds with board members, committee chairs, and regional representatives as needed.
  - d) Coordinates production of Assembly Notebooks.
  - e) Prepares Assembly Evaluation forms and reports on results at next board meeting.

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- 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 notebooks to Convention Chairs containing job descriptions, samples and other helpful 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 notebooks and records in order 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 Chair and Minutes Review Committee for input and changes within 30 days of meetings
  - b) Provides minutes, after review and any changes made, to Mailing/Publications Committee within 45 days of meeting to allow mailing within 8 weeks of the meeting.
  - c) 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

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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.
- 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 notebooks and records in order to pass on at the end of term.
- Serves on Executive Board.

As for you own responsibilities as Nominations chair, this is what the job description says on that:

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#### 4. TREASURER

- Assumes office thirty (30) days after election to allow previous treasurer time to balance and close books.
- Provides books to chair of Audit Committee upon request.

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- 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 notebooks and records in order to pass on at the end of term.
- Serves on Executive Board.

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5. NEWSLETTER EDITOR

- 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 notebooks and 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.
- Serves as advisor on Executive Board.
- 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.
- Acts as Liaison to Committees and Intergroups as assigned.
- Assists Chair in creating agendas for Board meetings and the Region One Assembly.

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**COMMITTEES**

**All Committee Chairs are required to submit a written report of committee activities prior to each Board meeting and at Assembly.**

**STANDING COMMITTEES**

7. BUDGET AND FINANCE

A. Budget & Finance

Purpose:

To prepare an annual budget to be submitted to the Assembly for approval.

B. Region One Quilt

Purpose:

To coordinate making of the Region One Quilt which is raffled off at the Annual Convention.

1. Select colors, fabric, and theme for quilt.
2. Mail material and instructions to each Intergroup.
3. Collect the completed squares and make into quilt.
4. Provide raffle tickets for sale; mailed to all Intergrups in Region and sell tickets at convention.
5. Collect tickets and money and oversee raffle at end of convention.

C. Ways and Means

Purpose:

To provide additional income, as needed, for Region One.

1. Communicate to all committee members and Intergrups information about the projects the committee has available.
2. Have any salable items available at board meetings and other Region One events.
3. Work directly with Region One Convention Ways and Means Committee Chairman, being available for support

9. BYLAWS

Purpose

To provide minimum guidelines for the administration and operation of Region One activities.

1. Develop a working committee of several members throughout Region and communicate by mail between Assemblies.
2. Bring Bylaws and policies into conformity with existing practices and streamline them so that the administrations and operation of Region One activities can be accomplished effectively.

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3. Suggest amendments to existing Bylaws and changes in Policies to the Board.
4. Document and record all amendments to Bylaws and all regional policies, including job descriptions.
5. Help Intergroups with composing bylaws, policies, guidelines, etc., when asked.

**SPECIAL COMMITTEES**

**10. EVENTS**

**Purpose:**

To plan upcoming Region One events with participating Intergroups and groups, including the solicitation of Intergroups as hosts for Board meetings and marathons and for the planning and booking of the site for the Region One Assembly and Convention.

A.Upcoming Region One Assembly/Convention

B.Spring Event

C.Year following Region One Assembly/Convention

**11. INFORMATION SERVICES**

**A. Public Information (PI)**

**Purpose:**

To help groups and Intergroups with ideas for carrying the message in newspaper, radio spots, television, and other media and to spread the word to professionals and help individual Intergroups do the same.

1. Contact Intergroups and Public Information Committees and help them with PI events.
2. Help located newspapers that will run ads or feature stories for compulsive overeaters.
3. Link-up groups and Intergroups, so that Public Information people can be shared within the Region.

**B: Professional Outreach**

1. Help individual Intergroups carry the message to professionals by encouraging the activation of Professional Outreach Committees.
  - Recommend that Intergroups purchase and use the Professional Outreach Manual, which provides information and guidance on how to carry the message to, and through, the professional.
  - Communicate with the World Service Professional Outreach Committee and with Intergroup Committees; pass on ideas gained through this to all Intergroups in the Region.

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12. INTERGROUP OUTREACH

A. Scholarship

Purpose:

To encourage representation at Assembly from as many Intergroups as possible by providing partial financial support.

1. Advocate donations to the Scholarship Fund.
2. Facilitate the process of applying for and awarding scholarships to Intergroups when funding is needed for a representative's attendance at Assembly.
3. Send out scholarship applications to all Intergroups in Region at least 115 days prior to Assembly.
4. Determine eligibility of applications received and how available funds shall be allocated, based on established guidelines and policies.
5. Submit recommendations to the Treasurer for approval before the July board meeting.

13. MEMBERSHIP OUTREACH

A. Sponsor by Mail/Email

Purpose:

To link up people willing to sponsor by mail or email with those wishing to be sponsored.

1. Circulate a list for people to volunteer to sponsor by mail or email and maintain a file with the names and addresses for those willing to sponsor.
2. Keep a current list of people requesting sponsors by mail or email.
3. Contact those willing to sponsor and pass on names to those needing a sponsor

B. Tape Libraries

Purpose:

To make tapes available to individuals and groups as a form of Outreach.

1. Maintain a list of the tapes available from Region One to groups and individuals. (US and Canadian libraries)
2. Send out copies of tape list to Region One Newsletter Editor for inclusion in the newsletter.
3. Send out reminders to borrowers of overdue tapes.
4. Include a breakdown of the geographical destination of the tapes in Assembly report

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C. Twelfth Step Within

Purpose:

To coordinate information and ideas of how to assist the still suffering compulsive overeater within the fellowship and to communicate these ideas and information to groups and Intergroups within Region One.

1. Work in cooperation with other Region Twelfth Step Within Committee and the WSBC Twelfth Step Within Committee
2. Encourage formation of group and Intergroup Twelfth Step Within Committees.
3. Write letters to groups inquiring for assistance and communicate with isolated groups.

14. PUBLICATIONS

A. Computer Services

Purpose:

To encourage the use of the World Wide Web/Internet and its associated services by registered Intergroups and groups of Region One of communication and information sharing in a manner that respects the Twelve Traditions and the Twelve Concepts of OA Service.

1. Maintains the Website for Region One.
2. Communicates with the Region One Board and its committees to obtain updated information of Region One and its Intergroups.
3. Updates the Website accordingly.

B. Mailing & Publications

Purpose:

To provide a central place for the printing and mailing of Region One Newsletter, board minutes, and such other mailings as requested.

1. Assemble required information, and applies for and maintains bulk mailing permit. (Proof of nonprofit status – IRS exemption letter, Articles of Incorporation, Bylaws, Statement summarizing past 12 months activities, sample mailing pieces)
2. Is responsible for printing and mailing of newsletter and minutes, and other requested mailings, such as board reports, Convention registration forms, nomination forms, mailings to Region Representatives and Intergroups.
3. Receive subscriptions for newsletter, passing checks on to Treasurer and information on to the label maker.
4. Maintain the Region One mailing lists (subscriptions and complimentary copies for *Region One News*; Region One Board members and Committee Chairs; Region One Intergroups; Board Minutes) and provide labels as needed.
5. Work with Newsletter Editor, Secretary and Intergroup Coordinator to keep mailing lists up to date.
6. Maintain a checking account, prepare financial reports for board meetings and Assembly, and submits records annually to the Treasurer for audit.

OTHER COMMITTEES

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15. Audit

Purpose:

To audit Region One revenues and expenses, including annual Region One Convention.

1. Audit and submit a written report of regular financial affairs of Region One's revenues and expenses, to be presented at the second regular Board meeting following Assembly.
2. Audit and submit a written report of revenues and expenses for each Convention, to be presented at the second board meeting following Convention.

16. Nominations

Purpose:

To publicize board positions open for election at the Annual Assembly and solicit nominees for those offices.

1. Provide application forms for board positions 3-4 months prior to Assembly.
2. Review applications received for eligibility requirements and notify any applicants who do not meet the qualifications for office.
3. Provide copies of completed applications to Intergroups and registered representatives.
4. Arrange to copy and distribute at Assembly applications resulting from nominations from the floor.

17. Historian

Purpose:

To maintain the historical archives of Region One.

1. Maintains historical information compiled through the years, and making it available as requested.