Job Descriptions of Region 1 Board Positions

Requirements to hold a Board position as listed in Region 1 Assembly of Overeaters Anonymous Bylaws Article V, Section 3:

- Be a member of OA within the Region's geographic boundaries.
- Have been abstaining from compulsive overeating for a least one year.
- Have two years of service above the group level, if a member of an intergroup.
- Have been a World Service Delegate, if possible.
- Be working the Twelve Step Program to the best of his ability and have taken the fifth step.

Job Duties included for all Board positions:

- Each Region One officer is expected to adhere to all bylaws and policies adopted by Region One.
- The first duty of all officers shall be to attend all Region One meetings unless excused.
- Each officer submits a written report of activity prior to each Board meeting and Assembly.
- Board members act as liaison to committees as assigned.
- Board members shall keep intact all papers and materials received upon and during their term of office, to be turned over to their successor upon leaving office.

Responsibilities of the Chair:

1. Presides at all regular and special meetings of Region One Board, Executive Board and all Assemblies.
2. Serves as ex-officio members on all committees except Nominations.
3. May maintain a Blog on the Region One website.
4. Represents Region One as a whole at the World Service Business Conference.
5. Participates in the Region Chairs' meetings, and the Region Chairs' Committee meetings at WSBC.
6. Appoints committee chairs and assigns duties as necessary.
7. 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.
8. Coordinates production of Assembly Notebooks.
9. Prepares Assembly Evaluation forms and reports on results at next Board meeting.

Responsibilities of the Vice Chair:

1. Acts in the capacity of the Chair in his/her incapacity or absence.
Maintains open communication with the Chair to be prepared to act in the event of his/her incapacity or absence.
2. Carries out specific assignments as directed by the Chair.
3. Acts as Assembly Location 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. Closely monitors the terms of the hotel contract to ensure all Region obligations are met.

d. 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.
e. Provides a manual to Convention Chairs containing job descriptions, deadlines for specific activities, sample forms and other pertinent information.
f. Works with the Convention Chair to develop 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.
4. Corresponds with Board members, committee chairs, and Representatives as needed.
5. Maintains Region One Speakers' List and provides that list to groups and Intergroups who request it.
6. 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. Serves as a resource for Integroups in planning their own events, providing formats and advice as needed.

Responsibilities of the Secretary:

1. Records and prepares the minutes of all Region One Board meetings: Sends draft of minutes to Board Members for input and changes within 30 days of each meetings.
2. Brings records of the Board's action from the past year to each Board meeting.
3. Develops Action List from meeting notes and sends to those persons with assigned tasks within 2 weeks following each Board meeting or Assembly.
4. Updates and maintains roster of Board members, Committee Chairs, and liaison assignments.
5. Sends Assembly materials to Intergroups who didn't send any representatives to the Assembly.
6. Updates and maintains database of Region One Intergroups including name, current mailing address, number of groups registered, and Board liaison assigned to each.
7. 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:
8. Sends out Assembly registration form to Intergroups, encouraging pre-registration. Follows up with those Intergroups not responding by deadline.
9. Registers Representatives and Alternates as they arrive at Assembly, provides name tags and ribbons.
10. Gives credentials report on number of voting Representatives and Board members during Assembly.
11. Sends out notices and handles all other correspondence that is not the proper function of a Committee or other Board member.

Responsibilities of the Treasurer:

1. Assumes office immediately, but allows sixty (60) days after election for previous treasurer to balance and close books.
2. Provides books to chair of Audit Committee upon request.
3. Maintains bank accounts in U.S. funds.
4. Records receipts and disbursements in a ledger.
5. Reimburses Board members and Committee chairs for approved expenses.
6. Maintains a mailing address to receive donations and forwards any non-financial mail to the Secretary.
7. Records donations by group number.
8. Completes government forms as required.
9. Maintains up-to-date financial information including balancing checking accounts monthly.
10. Submits financial statements prior to each Board meeting and Assembly.
11. Submits preliminary budget for discussion at the Board meeting immediately preceding Assembly. Submits budget to Assembly for approval.
12. Reviews Budget and Finance policies on a regular basis.
13. Provides members with expense and donation forms as requested.

Responsibilities of the Communications Coordinator:

1. Solicits, assembles, and edits material and maintains website.
2. Considers the current Region One policies and World Service guidelines in all publications.
3. Consults with the Region One Board as to content and information to be published and makes no major changes in format or content without approval of the Board.
4. Maintains archive.
5. Promotes Lifeline.

Responsibilities of Region 1 Trustee:

1. Fulfills duties as described in World Service Business Conference (WSBC) Bylaws.
2. Keeps Region informed of current business concerning Region One and OA as a whole.
3. Attends Board meetings, being a link between Region One and WSO.
4. Is available to speak throughout the region as schedule permits and within allowable finances.
5. Serves on Nominations Committee during Assembly elections (if not running).
6. May maintains a Blog on the Region One website.

The Region 1 Board Trustee position has special qualifications as defined by the World Service Business Conference (WSBC) Bylaws. These include:
Seven years in the Fellowship;
Five years of service beyond the meeting level;
Attendance as a delegate to at least two World Service Business Conferences;
Five years of continuous recovery in Overeaters Anonymous as evidenced by:
(i) five years of current continuous abstinence;
(ii) current maintenance of a healthy body weight for at least two years;
(iii) emotional and spiritual growth as a result of incorporating into their lives the Twelve Steps and Twelve Traditions as a new way of living.
Additional qualifications which must be met at the time the application for trustee is submitted to the WSO include:
Worked through all Twelve Steps;
Declared themselves as practicing the Twelve Steps to the best of their ability;
Declared themselves as committed to the Twelve Traditions of Overeaters Anonymous;
Affirmed these additional qualifications on their trustee application forms.