2020 Project Teams: Help Make It Happen!

What are your hopes for your meetings, your Intergroup, and your personal recovery this year? Is there a way that Region One can more effectively take care of "business" so that we have more time and energy to carry the message of recovery?

Let's make it happen in our Region One Project Teams!

Teams have found it useful to use Zoom for their meetings. Google docs is another tool that makes tracking/viewing agendas and sharing documents easy.

Our 2020-2021 Project Teams are:

> **"Nuts-n-Bolts" Project Teams**
> Assembly Notebook
> Budget/Finance/Delegate Support (including Ways & Means)
> Bylaws
> Nominations (this team will not be formed until Spring 2020)
>
> **Recovery-focused Project Teams**
> Nurturing Newcomers
> Outreach: Carrying the Message / PIPO
> Sponsorship/Strong Recovery

Your Team can bring resources and strength to recovery in Region One. Project Teams will meet during Assembly to generate ideas and create an action plan for the coming year. Teams will share their plans with Assembly and make requests for funding their projects. The following pages offer some action plans and resources which your Team may find helpful. You can also look at reports in this year's Assembly Notebook as a source of information and ideas.

Thank you for sharing your time, energy, and RECOVERY to strengthen Region One!

Project Teams: Purpose, Action Plan and Resources

The information on the following pages may be helpful to Project Teams as a **"starting point"** when setting goals, tasks and timelines for the coming year. The process for some of our Teams is set by our Bylaw and Policy documents; other Teams have more room to be creative.

ASSEMBLY BINDER PROJECT TEAM

Purpose: Help our next Assembly run smoothly by providing a complete, accurate, and easy-to-use Assembly Binder. Include amazing resources to strengthen our meetings, Intergroups, personal recovery and Region One as a whole. Consider creating a resource section to go with the theme of Assembly.

Action Plan:

1. <u>CREATE BINDER VISION, TIMELINE AND WORKSPACE</u>
   a. **Identify areas for improvement.** Review Assembly evaluations for comments about the binder.
   b. **Create a new Google Drive space and grant edit access to Team members.** Use last year's content as a guide, but don't copy over or delete it. Create a folder for each binder section, plus folders to hold your goal sheet, timeline, outline, agendas and minutes. Hold a Google Drive session, if needed. Designate an official "uploader" of documents.
   c. **Create a new outline and timeline.** Seek input from the Board, communicating proposed content and due dates for each section. Find out when the focus of next year's Assembly will be decided. Keep the timeline and outline updated with notes and status updates.
   d. **Create proofing guidelines.** Designate a proofing coordinator, update guidelines if needed, and search for proofreading volunteers early.

2. <u>SHARE DRAFTS, COMMUNICATE EXPECTATIONS, GATHER CONTENT</u>
   a. **Email draft sections to persons responsible for new content.** Email the <u>final</u> sections from last year for use as a starting point.
   b. **Email report templates to Board, Intergroup Chairs and Project Teams.** Ask the Board for input on templates. Consider including a copy of reports from the previous year. Include expectations for format, etc.
   c. **Request contributions for special focus and local resource sections.** Create a short writing prompt and a request for resources and ask members around the Region to contribute to the binder. (Review with the Traditions in mind.)
   d. **Upload documents and sections when received.** Before uploading, check for obvious issues and resolve. Name the uploaded files as "DRAFT." All documents should be in Word format. Follow up as needed.

3. <u>PROOFREAD</u>
   a. **Proofread materials as received.** Team proofing coordinator should email completed sections to volunteers for review according to established proofing guidelines.
   b. **Review the edits made by proofreaders.** Upon receipt of proofed documents, compare DRAFT and PROOFED versions using Word's "compare documents" feature, accepting or rejecting edits. Upload proofed version and with PROOFED in file name.

4. <u>COMPILE, REVIEW AND CREATE TABLE OF CONTENTS</u>
   a. **Compile proofed sections into one Word file.** Add headers, footers, title pages, section covers, etc. Use Word's search/replace feature to check items on proofing guidelines.

Double-check your pick-up list for outstanding items. Ensure page breaks are appropriate and other formatting issues are resolved. Do one last check to be sure no last names or other personal information are included.

b. **Create Table of Contents (TOC).** Mark entries and generate TOC after <u>all</u> edits. Proof again for structural issues, ensuring all documents are listed in TOC. If content must be edited, re-generate the TOC, as page numbers may change. Save file as a PDF and upload to Google Drive as both a Word and a PDF file, with "FINAL" in the file name.

5. <u>PUBLISH</u>

a. **Publish on Region website at least 30 days before Assembly.** Provide binder as a PDF to the Region Chair. Upon approval, request that the Technology Coordinator post the PDF on the website and provide a link to the Chair and the Assembly Binder Team. The Chair may then provide the required 30-day notice to Intergroups and Representatives.

b. **Publish on Amazon (Kindle Direct Publishing).** Upload final binder to the Region One account at kdp.amazon.com/en_US/. Follow instructions. Review product carefully before publishing.

c. **Purchasing hard copies.** Provide Region Chair with a link. Chair may purchase "author copies" for Assembly at a significant savings, provided adequate time is allowed for shipping (author copies are not available for Prime shipping). Provide Chair with link for others to purchase non author copies through Amazon Prime. Request Technology Coordinator post purchase link on Assembly webpage.

6. <u>BINDER INTRO AT ASSEMBLY, AND HELPING THE INCOMING TEAM</u>

a. **Introduce the binder at Assembly.** Ask the Chair for a ten-minute time slot at the Assembly Kickoff. Provide a short binder intro and a few highlights, especially of any special focus and resource sections.

b. **Provide a draft Goal Sheet, timeline, outline and Google Drive links to the incoming Assembly Binder Team.** Sharing documents with the new Team will help them get started and have a successful year.

Resources:
1. This year's Binder will be an excellent reference—be sure to keep your hard copy.
2. Ask last year's Assembly Binder Team for information and help. Review their goal sheet, timeline, minutes, outlines and report.
3. Ask your Board Liaison for necessary emails and other contact information, and for help getting reports from their Project Teams and Intergroups, if needed.
4. Use the Region One Yahoo Group to ask for contributions to special focus or local resource sections.
5. Screen sharing is a great tool for Team meetings. Region One has a Zoom account.

BUDGET/FINANCE/DELEGATE SUPPORT PROJECT TEAM

Purpose: To assist the Treasurer in the review and management of Region One's financial health and well-being, create and maintain a yearly budget, and support as much representation from our Intergroups at Assembly and WSBC as possible within the budget.

Action Plan:
1. Read the Region One Policies, making special note of all sections relating to finances.
2. Create a calendar for completing time-sensitive tasks for the year.
3. Work with the Treasurer in the quarterly review of the current budget.
4. Review Region One Policies related to finances each year, and submit motions to Assembly as needed.
5. Develop next year's budget proposal for presentation to the Region One Board and to Assembly for approval. The General Fund budget and Convention budget should be separate.
6. Encourage and assist with the 7th Tradition and donations to any special appeal campaigns.
7. Help Region One's Intergroups apply for financial support from Region to send Representatives to Assembly and to send Delegates to WSBC. Provide applications for both support funds in a timely way. Ensure that Region One Intergroups are notified of the deadline to apply for Delegate Support Funding from OA World Service.
8. Decide how to allocate budgeted support funds based on Region policies and submit a recommendation to the Board.
9. Assist with offering Ways and Means items for Region One Convention and WSBC, and throughout the year.   Note: Some projects, such as journal sales, are ongoing and will require minimal organization. Other projects, such as the Quilt raffle, are traditional, but require more work. Your Team may choose to create (or solicit) a quilt subcommittee if a quilt income is included in this year's budget.

Resources:
1. The past few years' BFDS reports are in the Assembly Binder.
2. The Treasurer can provide templates for necessary timelines, applications and budget spreadsheets. These are available on the Treasurer's laptop.
3. Budget documents are available on the Region One website documents page.

BYLAWS PROJECT TEAM

Purpose: To review and propose changes (if needed) to Region One Bylaws and Policies, and to assist those submitting motions to Assembly, ensuring that motions brought before the Assembly are clear and presented in proper form. If possible, serve on the Reference Committee at Assembly.

Action Plan:
1. Each member of the Team should become very familiar with Region One Bylaws and Policies.
2. Review Bylaws and Policies updated by the Secretary before they are posted to the Region One website.
3. Set a meeting <u>early in the year</u> for discussion of questions and concerns about these documents, noting areas that may need clarification, update, or correction.
4. Create a calendar for completing time-sensitive tasks for the year, based on notice deadlines contained in the Bylaws and Policies.
5. Create a Google Drive location for storage of Team documents.
6. Provide an electronic form and instructions for submitting motions to Region One Assembly. This form should be available on the Region One website and provided to the Region One Secretary for sending out with the annual notice of Assembly.
7. Encourage early submission of motions to allow for time to provide assistance to those submitting motions.
8. Submit motions from the Bylaws Team, if any are recommended.
9. Number motions in a clear and consistent manner (for instance, BL-1 for Bylaws motions, P-1 for Policies motions).
10. After ensuring that all motions are proofread, in order, and presented clearly, provide electronic copies to the Assembly Binder Project Team.
11. Ensure that required notice of motions is provided to Region One Intergroups and Assembly Representatives. Note: Current requirement per Bylaws is 30 days before the opening of Assembly.
12. If attending Assembly, be available to serve on the Reference Committee, if needed, to clarify motions referred by the Chair, motions which receive three or more amendments, or Emergency New Business motions.

Resources:
1. The past few years' Bylaws Team reports are in the Assembly Binder.
2. The Region One Parliamentarian is an excellent resource for your Team.
3. When in doubt about wording, check to see if the OA World Service has a similar Policy or Bylaw. You may not need to re-invent the wheel.
4. Check other Region websites for Bylaws and Policy documents to see if they have wording you can use.

NOMINATION PROJECT TEAM (with Board Liaison)

Purpose: To publicize Board positions open for election at Assembly, encourage nominees for those offices, and assist in the election process at Assembly.

Action Plan:
1. Each member of the Team should become familiar with the election requirements, notice requirements and job descriptions in the Region One Bylaws and Policy documents.
2. Create a calendar and an outreach plan for contacting Intergroup Chairs, Representatives, Delegates and others in Region One who may know, or be, potential nominees.
3. Update and post downloadable application forms on the Region One website at least six months prior to Assembly.
4. Review applications received for eligibility requirements and notify any applicants who do not meet the qualifications for office.
5. Provide electronic copies of applications received to the Assembly Binder Project Team.
6. Arrange to copy and distribute applications resulting from nominations from the floor at Assembly.
7. Obtain volunteers from guests attending Assembly to serve as scrutineers/counters of ballots.
8. When requested, announce applications received for each position open for election.
9. Gather ballots when required; count ballots with assistance of at least two non-voting volunteers.
10. Provide voting results to the Chair at Assembly.

Resources:
1. The past few years' Nomination Team reports in the Assembly Binder.
2. The voting instructions included in the Assembly Binder.
3. Contact information for Intergroup Chairs, Representatives, Delegates, etc. is available from your Board Liaison.
4. When a person declines to put their name forward for office, be sure to ask them who else they would recommend you ask.

NURTURING NEWCOMERS / NEWCOMER RETENTION

Purpose: To provide resources to assist newcomers in their first year of membership in OA. To increase newcomer retention in Region One.

Action Plan / Ideas:
1. Consider / discuss: What would cause a newcomer to keep coming back to an OA meeting?
2. Create an enhanced meeting format and explanatory flyer that allows for newcomers to be welcomed, acknowledged, and educated about OA. Make the format available to Intergroups.
3. Make "The First 12 Days in OA Sponsorship Program" available to Intergroups with a "how to implement" document for interested meetings.
4. Help Intergroups organize a once a month newcomer meeting (Pick one meeting location a month and advertise Intergroup-wide).
5. Design an "easy ideas for retaining newcomers" document (to include making sure newcomers are called by someone following that first meeting).
6. Check out the Newcomer Meeting Leader Kit at https://oa.org/files/pdf/Newcomer-Meeting_Leader-2016.pdf.
7. Many "newcomer" resources are available on the OA website.
8. Offer opportunities for members to "practice" welcoming newcomers and answering their questions.
9. Insert your wonderful ideas here!

Resources:
1. Contact information for Intergroup Chairs, Representatives, Delegates, etc. is available from your Board Liaison.
2. The First 12 Days in OA Sponsorship Program draft document available from Cindy C., Region One Secretary.

PUBLIC INFORMATION & PROFESSIONAL OUTREACH / CARRYING THE MESSAGE PROJECT TEAM

Purpose: To share and generate 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.

Action Plan / Ideas

1. Start a PIPO campaign encouraging OA members to do "One Brave Thing" to make OA known in their communities.
2. Contact Intergroups and Professional and Public Information Project Teams and help them with Information events.
3. Help locate newspapers and websites that will run ads or feature stories for compulsive overeaters.
4. Link-up groups and Intergroups, so that Professional and Public Information people can be shared within the Region.
5. Assist the hosting Intergroup of Convention to use the event as an opportunity to carry the message outside of the Fellowship. Current Region Policy 8.3.1 states that "newcomers and members' guests shall pay no registration fees."
6. Review and approve (within budget and guidelines) applications from Intergroups seeking Region funding for PIPO projects.
7. Insert your wonderful ideas here!

Resources:

1. World Service PIPO materials and/or World Service PIPO committee.
2. Audio and call notes from the Region One PIPO focus meeting: www.oaregion1.org/audio-recordings.html
3. Contact Regiononetrustee@gmail.com.
4. PIPO funding from Region One.
5. Reduced-cost literature for health fairs is available from OA World Service.

SPONSORSHIP/STRONG RECOVERY PROJECT TEAM

Purpose: To strengthen, support and equip sponsors in Region One, as well as assist in increasing the number of sponsors. To offer opportunities and resources for members to strengthen their meetings and their personal recovery.

Action Plan / Ideas:
1. Target potential sponsors with "The First 12 Days in OA Sponsorship" document
2. Publish "Easy Ideas" to build sponsors for Intergroup newsletters and websites as well as through Region One OA yahoo group
3. Create/distribute a Sponsorship workshop format (view one format on oa.org)
4. "Sponsorship on Demand" at the end of every meeting (assign a sponsor to volunteer to stay after the meeting to answer questions from new sponsors)
5. Contact Intergroup retreat organizers to suggest a sponsorship workshop during their retreat.
6. Work in cooperation with Region One Board, Intergroups and groups, utilizing and sharing the resources of the WSO Twelfth Step Within Committee.
7. Encourage formation of group and Intergroup Membership Outreach and Twelfth Step Within Project Teams.
8. Contact Region One OA groups requesting assistance with communicating with isolated groups.
9. Share ideas for Membership Outreach and Twelfth Step Within events.
10. Post articles with ideas for membership outreach and Twelfth Step Within events to the Region One Yahoo Group, and/or to the Region One website.
11. Using the Strong Meeting Checklist, design an interactive twenty-minute "mini workshop" for use during Intergroup meetings.
12. Create a calendar for outreach to small Intergroups, unaffiliated groups and remote groups in Region One. Enlist others to help you with this outreach.
13. Insert your wonderful ideas here!

Resources:
1. Refer to "Growing OA Recovery Worldwide: Building Healthy Service Bodies Workshop" https://oa.org/files/pdf/Final-Conference-Report.pdf p. 59
2. Audio recordings on Sponsorship, available at https://www.oaregion1.org/audio-recordings.html and on many other OA websites.
3. WSO Virtual Workshop: "Sponsorship Success."
4. Sponsorship packet from OA World Service.
5. Many more sponsorship resources are available on the OA website.
6. Your Board Liaison can give you contact information for Intergroup chairs and unaffiliated groups in Region One.
7. The Technology Coordinator can help you post information to the Region One Yahoo Group.
8. Many Twelfth Step Within resources are available on oa.org, as well as other Regions' websites.

Project Team Goals

Team Name: _____

Team Leader: _____

Team Secretary: _____

Team Members: Name / Email / Phone   **Follow-up: (next meeting details)**

1. _____

2. _____

3. _____

4. _____

5. _____

   `Team email?`

Note: Each section below can be used for separate goals, or for phases of a larger project.

Goal 1:

Action Item	Assigned to	Resources	Complete by	✅

Goal 2:

Action Item	Assigned to	Resources	Complete by	✅

Goal 3:

Action Item	Assigned to	Resources	Complete by	✔

Goal 4:

Action Item	Assigned to	Resources	Complete by	✔

Goal 5:

Action Item	Assigned to	Resources	Complete by	✔

This form is available as a fillable form at https://www.oaregion1.org/documents.html