

# Oregon Intergroup (OIG) Policy Approved Revisions 7/10/24

**Purpose:** To provide a guide for the general operation of Oregon Intergroup (OIG) and to carry the message to the still suffering compulsive overeater in the Oregon Intergroup area.

## **Services**

Supply public access connections to OIG such as a website, social media and/or info line  
Public Information activities such as a blog, meeting lists, workshops, paid ads, and info booths at health fairs.

Give support to new and existing meetings and members,

Send delegates to Region 1 Assembly and the World Service Business Conference (WSBC)

## **Oregon Intergroup Officers**

Chair

Co-Chair

Secretary

Treasurer

Blog Editor

WebMaster

Member-at-Large

MeetingCoordinator

Events Coordinator

Zoom Coordinator

Delegate Chair

All Delegates

Note: The Chair, Co-Chair, Secretary and Treasurer serve as the executive board. All OIG service positions require that OIG email addresses "OOO@oregon-oa.org" be used to conduct all OIG business. These accounts will be transferred intact at rotation of service. All service positions will contribute updates to the OIG monthly report.

## **Chair:**

Chairs all regular and special meetings of Oregon Intergroup and the Intergroup Board

Prepares an agenda for each Intergroup meeting, including old and new business

May cast the deciding vote to make or break a tie

Is familiar with and available to all meetings in OIG

Attends at least one meeting regularly

May attend all standing committee meetings

Acts as liaison between individual groups and OA as a whole, being an impartial mediator when necessary.

Actively supports and encourages all local activities such as workshops, retreats.

Works in coordination with all Region One activities.

Keeps the spare post office box key.

Ensures that delegate and representative registrations are sent to World Service Business Conference (WSBC) and Region One Assembly.

Ensures that the accounts are audited annually.

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Maintains the Super Admin function as one of two super administrators of all of the OIG's digital assets including the shared drive (Google Works or equivalent), Zoom, Payments accounts (Square or equivalent), online banking, etc.

Maintains and updates the OIG digital record system's documents relating to required OIG records overall. Maintains paper copies of such legal documents as needed by state, federal and local entities and scans copies of these documents into the digital Master Records of the Intergroup.

Maintains and updates the Chair's digital records (email account and such other materials as needed)

### **Co-Chair**

Presides at OIG meetings in absence of the Chair

In the event the Chair is unable to fulfill their duties, is available to assume these duties temporarily

Is familiar with and available to all meetings in OIG

Is encouraged to attend several meetings regularly

Answers correspondence as directed by the Chair and assists in any way requested

Maintains and reviews record of attendance of group representatives and endeavors to contact non-participating groups

Maintains a Master List of all Oregon Intergroup Assets both material and digital. Tracks who has the physical possession of material assets and who controls access to all digital assets.

Maintains and updates the Co-Chair's digital records (email accounts and additional records on shared OIG drive)

### **Secretary:**

Works with the OIG digital record system, transcribes minutes of meetings of Oregon Intergroup and the Intergroup Board.

Prepares copies of the minutes to all intergroup and distributes them by email.

Maintains the email list for all representatives and OIG trusted servants.

Takes care of correspondence as directed by the Chair.

Maintains records of minutes, bylaws, policies, job descriptions, written reports, meetings lists, and current emailing list in the OIG digital record system.

Keeps-and provides copies of specific records and documents as requested.

Keeps Oregon Intergroup attendance records for representatives and officers.

Keeps a current list of Intergroup's Regional and WSBC delegates on hand with complete name, mailing address, telephone number, date of election, and term of service

Shall keep the relevant contact information of Board Officers and Committee Chairs

Occasionally checks listings of Intergroup personnel for accuracy (such as on the meeting directory and website) and submits any corrections to the appropriate people.

Verifies that the current version of all documents maintained by the Secretary are posted on the OIG website.

Maintains and updates the Secretary's digital records (email accounts and additional records on shared OIG drive)

### **Treasurer** (or designee vice treasurer)

Maintains the checking and savings account(s) for dispersal of Intergroup funds.

Is a signatory, with one other board member, of the Intergroup bank account(s).

Pays all bills and makes bank deposits as necessary, keeping a permanent record of all income and expenses including restricted funds.

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Keep all receipts, deposit slips, and bank statements in an organized manner.  
Checks post office box weekly holds one of the Post Office Box keys.  
Writes receipts for donations if requested.  
Maintains and makes available materials to assist groups in opening bank accounts.  
Prepares and presents a financial report for each Intergroup meeting, providing copies for members upon request.  
Submits a quarterly financial report to post on the website.  
Researches and stays up to date on tax-exempt status requirements by the IRS.  
Fills out all tax-exempt IRS forms annually, or as required by the IRS, to maintain tax-exempt status for Oregon Intergroup.  
Fills out all state non-profit registration forms, and pays needed fees annually to maintain Oregon Intergroup's non-profit registration with the state of Oregon.  
Chairs a Budget and Finance Committee and submits a proposed budget annually to Intergroup.  
Arranges and provides the necessary materials for OIG volunteers to conduct an annual audit of the books.  
Maintains and monitors all digital platforms from which OIG receives or makes digital payments.  
Maintains and updates the Treasurer's digital records (email accounts and additional records on shared OIG drive)

### **Webmaster**

Keeps the website fully functional and updated, works with the website consultant, if any, as needed.  
Posts all bylaw and policy changes, the OIG minutes, any Blog entries, the Treasurer's Quarterly report, information on upcoming events and functions, and other pertinent Oregon Intergroup information.  
Coordinates with any and all OIG Social Media trusted servants such as the Facebook Moderator.  
Maintains login information for all OIG "owned" social media accounts.  
Maintains the Super Admin function (one of two super administrators) of the shared drive such as Google Works OIG account.  
Maintains and updates the Webmaster's email accounts and additional records on shared OIG drive including master backup of the website itself.

### **Blog Editor**

Follows the suggested guidelines of WSO for publications  
Is responsible for assembling materials for BLOG entries written by OIG fellows on recovery issues or OIG business updates to be posted on the OIG website.  
Oversees and updates membership and posts on the OIG Promotional Account (currently google groups)  
Maintains and updates the Blog Editor's digital records (email accounts and additional records on shared OIG drive)

### **Member-at-large**

Is prepared to work in cooperation with or for any Board member, and is willing to assume any Board position if necessary temporarily.  
Is available to speak at groups concerning the role of Intergroup in OA  
Maintains and updates the Member-at-Large digital records (email accounts and additional records on shared OIG drive)

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### **Meeting Coordinator**

Maintains a master Meeting List spreadsheet on our digital OIG storage system of all meetings sponsored by Oregon Intergroup

Shares group registration information with World Service and Region One

Registers new meetings with the World Service Office

Keeps all meeting changes updated, coordinating with the webmaster to ensure information for the "Find a Meeting" page is accurate.

Maintains and updates the Meeting Coordinator's digital records (email accounts and additional records on shared OIG drive)

### **Events Coordinator**

Coordinates and promotes Intergroup activities

Help resolve scheduling conflicts for Intergroup activities

Formulates a yearly calendar and keeps it updated

Maintains and makes available meeting supplies ( name tags, sign boards, microphone, etc.)

Works with OIG and any meetings sponsoring an event (e.g. retreats, workshops and conventions)

Serves as Ex-Officio on all Event Committees

Serves in an advisor capacity with event Chairs and the committee

Helps develop a digital record (email accounts and additional records on shared OIG drive) with pertinent planning information: such as hotel liaison, flyers, promotion, site location, contract negotiations, facilities and budget planning

Maintains and updates the Events Coordinator's digital records (email accounts and additional records on shared OIG drive)

### **Zoom Coordinator**

Establishes online schedule and links for all OIG virtual meetings and activities on Zoom.

Prepares monthly reports on license activity

Offer regular HOST training for members. Updates training as needed.

Monitors license renewal and budget

Maintains admin oversight to the OIG Zoom licenses.

Maintains and updates the Zoom Coordinator's digital records (email accounts and additional records on shared OIG drive)

### **Delegate Chair**

The #1 delegate shall act as chair unless otherwise decided by a vote of the delegates and Alternates

OIG Board Liaison to all the delegates

Presides at all delegate meetings

Holds meetings when necessary for delegate business

Makes sure the meetings of Oregon Intergroup are evenly divided among the delegates and alternates; supplies a list of the assigned meetings to each delegate and alternate

Keeps a record of the delegate and alternate numbers and the date each term expires

Makes the delegate report at the Intergroup meeting.

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Presents a written report of the Conference/Assembly to Oregon Intergroup and a Blog entry, if not attending, appoints an attending delegate to do this.

Maintains and updates the Delegate digital records (email accounts and additional records on shared OIG drive)

### **All Delegates**

Attends at least one OA meeting regularly, a minimum of two per month

Attends all Intergroup and delegate meetings

Meets with other delegates prior to Region One Assembly and World Service Business Conference (leave of absence shall be determined by OIG Board, excused absences include illness, family emergency, vacation, contact of another delegate, alternate or intergroup officer prior to meeting time)

Attend Region One Assembly and WSBC with financial help and Region One Board meetings if possible

If unable to attend any of these meetings because of illness, family emergency or vacation, the delegate is required to contact the Intergroup chair, Delegate chair, or Intergroup officer prior to the meeting

Meets abstinence requirements for delegates as defined in the bylaws of Overeaters Anon., Inc.

When attending Assembly and/or Conference, bring back information to the Intergroup and assigned meeting groups

Act as a channel of information, bringing to the Intergroup and groups, information of interest from WSBC, Region One Assembly,

Contacts assigned meetings twice a year, offering to speak as a delegate and providing information about Intergroup, Region One, and World Service

Actively participates in Intergroup activities

Lives the 12 Step program to the best of her/his ability, has a sponsor and is a sponsor, is familiar with OA literature and watchful of the Traditions

Shall be subject to delegate guidelines and bylaws

Maintains and updates the Delegate digital records (email accounts and additional records on shared OIG drive)

### **Other Trusted Servants for OIG ad hoc Committees**

Use the OIG email system for their OIG related planning and correspondence.

Attend Intergroup meetings periodically.

Submit regular reports to the fellowship on activities.

### **Fiscal Policies**

**Fiscal Year** Oregon Intergroup's fiscal year is the calendar year of January through December.

### **Prudent Reserve and Donations**

Oregon Intergroup's Prudent Reserve amount is set at six months operating expense. At the beginning of the fiscal year, the Treasurer will calculate the Prudent Reserve amount by determining the average annual spending over the past two years. At the end of each fiscal year, any amounts in the operating fund in excess of the Prudent Reserve amount will be donated as follows: 35% to Region One, and 65% to World Service.

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In calculating the amount available-dedicated funds such as Outreach Fund, Delegates Fund, Ways & Means Seed shall not be included.

**2024 Policy: Prudent Reserve for the Serenity Retreat** shall be the full contractual amount owed to Twin Rocks in the event Retreat registration does not meet these costs.

### **Disbursement of Delegate Funds**

The number of delegates sent to Assembly or World Service Business Conference (WSBC) will be equal to or less than the number Oregon Intergroup is eligible to send. Oregon Intergroup will not send a bigger delegation that can be reimbursed. Reimbursement will not exceed the amount of money set aside in the approved Annual Budget to cover their expenses.

Delegates and representatives to the annual WSBC and Region 1 Assembly shall be reimbursed or advanced as follows: Registration fees, Any reasonable air or land travel expenses; a reasonable per diem amount for food (will be set annually by Oregon Intergroup);hotel accommodations at double occupancy.

**Insurance** The Intergroup shall keep in effect a liability insurance policy with coverage of \$1,000,000.00 which shall cover any Intergroup sponsored meetings or events.

**Elections** All election or confirmation votes of Intergroup personnel shall be conducted by confidential media.

### **Absences**

Any Intergroup board member, committee chair, or delegate who is absent and unexcused from Intergroup meetings for two consecutive months shall be contacted by the chair or the chair's designee to determine whether the member has resigned without notice. If the member has resigned or cannot be reached, a new board member or committee chair shall be elected or appointed as appropriate. If, despite a professed desire to fill the position, the member is unexcused for a third consecutive month, the position shall be declared vacant and a new election or appointment shall be held to fill the position.

**Policy Changes** This policy may be changed, altered or added onto by a majority vote of Oregon Intergroup at any regular Oregon Intergroup meeting.