



San Gabriel Valley-Inland Empire Intergroup (SGVIE)

Elections to the Board of Directors 9:45 a.m. — Saturday, September 10, 2022

There are between 6 available positions now and 1 more will be available starting January 2023. The SGVIE Intergroup board consist of 12 members.

Eligibility for election to the SGVIE Board of Directors

- Have regularly attended OA meetings for one year and are currently and regularly attending meetings in the SGVIE Intergroup for one year.
- Have abstained from compulsive overeating for 6 months prior to and including the date of election. (The abstinence requirement can be suspended by a majority vote at the time of elections.)
- Have taken steps 4 and 5, be practicing the Twelve Steps, and be committed to the Twelve Traditions, guided by the Twelve Concepts of Service.
- Each nominee or candidate must be present at the time of election.
- Each nominee or candidate shall not be a paid professional staff member or employee of the World Service Office, Region 2, or the SGVIE Intergroup of Overeaters Anonymous, Inc.

Election Notes

- Elections will take place at the Saturday, September 10, 2022, board meeting at 9:45 a.m.
- Join the board meeting by Zoom — Meeting ID# 825 944 5125; Password 2020 or dial in by phone at (408) 638-0968.
- To be elected, a nominee must receive a majority vote.

Term of Office

- Chairperson shall be elected for 1 year. Can serve no more than 2 consecutive terms.
- Other board members are elected for one 2 year term, and serve no more than 2 consecutive terms.
- A board member who has completed 2 consecutive terms of service shall be ineligible for election for 1 year.

Important Information

- Attendance at meetings is very important for the Board to be able to do the work that needs to be done.
- Being able to directly ask board members questions at the time of the meeting, is critical to preventing issues being held over for another month. Please be courteous of others' time. Attendance for the entire meeting is requested, unless discussed with the Chairperson before hand.
- Members that miss two (2) consecutive meetings or four (4) total in one year without just cause will be deemed to have resigned their positions and will no longer be able to sit on the Board.
- Their position on the Board will terminate the day after the second (2) consecutive meeting missed without just cause.
- This provision of the bylaws constitutes appropriate notice and no other notice need be given.
- The Board by resolution may adopt guidelines as to what constitutes just cause for the purpose of the Article.

SGVIE Intergroup is part of Region 2 which serves California, Hawaii, Mexico and Northern Nevada,

SGVIE Intergroup serves these areas:

Covina, Glendora, Azusa, Diamond Bar, Pomona,
Rancho Cucamonga, Duarte, Monrovia, and Claremont



SGVIE Board Positions and Duties (Continued)

The following information is intended as a guide for performing the duties of a board member, etc. The information is fluid and subject to change in order to meet the intergroup's needs as issues and/or circumstances develop. The Board, by a simple majority vote, may adopt, from time to time, resolutions or standing rules regarding the duties of officers and directors. **OA's "Handbook for Members, Service Bodies, Recovery . . .," "Guidelines" and other important, detailed information about service positions and related duties are available at: www.oa.org "Go to the Library."**

Chairperson:

- Conduct all regular or special meetings of the intergroup,
- Be a signatory on all SGVIE Intergroup accounts at financial institutions.
- Call emergency and special meetings of the Board and the intergroup as necessary.
- Be an ex officio member of all committees.
- Appoint, upon a vacancy, a replacement committee chairperson, upon approval of the Intergroup.
- Sign on all accounts and be authorized to co-sign checks.
- Shall be the contact person for WSO information.
- Along with the Treasure, negotiate the office lease or appoint a (Facilities Manager).
- Ensure the general account of the intergroup be audited annually.
- Only in the event of a tie will the chairperson vote.
- Attend SGVIE events to represent the Boards interests and support the activity.
- Appoint any Ad Hoc committees as necessary.
- Provide a copy of the current Bylaws and signatory Board Positions and duties to each newly elected board members in December -or- directs the IG Secretary to perform this duty.

Vice-Chair:

- Serves and assumes the duties of the Chairperson in the Chairperson's absence.
- If a vacancy should occur in the office of Chairperson, the Vice-Chair shall act as Chairperson until the first opportunity for an election.
- Responsible for registering World Service Delegates and Region 2 Representatives and requesting funding from Region 2 / WSO, if needed.
- Assists all groups with their registration with WSO and assist the Chairperson.

- Maintains a current list of groups that are registered with WSO for SGVIE IG.
- Maintains a current list of all committees, subcommittees, and their members contact information. **Vice-Chair (Continued)**

- **Facilities Manager (Reports to the Vice-Chair)**

- Takes care of any repairs at the SGVIE office.
- Liaison with the property management for repairs and maintenance.

Treasurer:

Some experience with accounting practices and access to a computer is necessary for this position.

- Be the custodian of all funds received and disbursed by the SGVIE Intergroup.
- Be a signatory on all SGVIE Intergroup accounts at financial institutions.
- Make monthly financial reports to the SGVIE Intergroup Board and monthly membership meetings, and such annual financial reports to members as are required by law. Said annual financial reports to members are to be prepared by independent accountants, auditors or Certified Public Accountants as required by law.
- Verify the validity of all bills charged to the SGVIE Intergroup and arrange for their payment.
- Inform the Treasurers of Member Groups of the SGVIE Intergroups's Financial Status when, and if, appropriate to do so.
- Be responsible for all fiscal and income tax related matters and filings required by the California Franchise Tax Board and the Internal Revenue Service.
- Maintain a prudent reserve of two (2) months to cover expected operational needs. Excess funds will be donated to OA service bodies as determined by the IG.

Secretary:

Some experience with word processing and access to a computer is necessary for this position.

- Responsible for maintaining accurate minutes and records of the Board and membership meetings. (Meetings are recorded to assist the Secretary in transcribing accurate minutes.)
- Responsible for maintaining and overseeing the maintenance of the membership registry, and for all communications and notices of members, Intergroups, Region 2 and World Service Office of Overeaters Anonymous as authorized by the Board.
- Distribute minutes to all Board and Intergroup Representatives **at least one week** prior to the board and/or other meetings, **ensuring sufficient time** is provided so that the minutes can be reviewed, read and ready for approval at the Board meeting.
- Post a copy of the meeting minutes and agenda at SGVIE; keep a copy on file in the office, and distribute copies to the Board and Intergroup Representatives.

- Provide a copy of the current Bylaws and signatory Board Positions and duties to each newly elected board members in December.

Special Events:

- Plans and coordinates special events, workshops and retreats throughout the year. Is encouraged to form a committee to assist in planning and presenting events.
- Develops and maintains a calendar year of workshops, events and retreats to maximize attendance, and reduce conflicting with other OA service bodies' scheduled events.
- Keeps the SGVIE Board updated on all events in a timely manner.
- Prepares all workshop flyers and submits to Board and Region 2 for approval.
- Ensures all communications/flyers are posted on SGVIE IG, Region 2 and WS event calendars.
- Coordinates with and informs other IG positions (Briefs Coordinator, Public Information, Webmaster, etc.) regarding all workshops, retreats and special events.
- Responsible for all monies before and after the event and submits a detailed report of expenses, profit or loss, and receipts to the IG Treasurer.
- Prepares event and/or retreat plan and budget well in advance of the event; tracks deposits, actual expenses, and attendance.
- Within a reasonable period of time (30 days), prepares and presents a wrap-up report for the intergroup, highlighting attendance, profit/loss, etc.
- Maintains an event/retreat file and keeping copies of materials for guidance for the next Special Events coordinator.

Twelve Steps Within:

- Carries the message of recovery to compulsive overeaters within the intergroup.
- Is encouraged to create a 12 Step Within Committee to assist in outreach. Twelfth Step within committee deals largely with relapse and issues of membership retention.
- Callers connect OA members on the twelfth day of each month.

Region 2 (R2) Representative:

To be eligible for election as a Representative or Alternate representative, a person must, at the time of their election: 1.) Have at least one year of current abstinence, have attended meetings of OA for one year, be attending a regularly Registered Group which is also affiliated with World Service and Region 2, and have at least two (2) years of service beyond the group level. 2.) Be present at the time of election.

- During his/her term as Representative or Alternate, he/she shall make a commitment of adherence to the Twelve Steps, Twelve Traditions and Twelve Concepts of OA, and continual maintenance of abstinence throughout the entire term of his/her office. (A Region 2 manual is located in the SGVIE office to help better understand the position.)

- Contact Region 2 and advise you are the new SGVIE R2 Representative and provide contact information.
- Verify that Region 2 has the correct names and addresses of IG Board.
- Attend two Region 2 Assemblies (spring and fall) and the annual World Service Business Conference. Request board approval for attendance and provide an estimated expense report at board meeting.
- Provides a written and verbal report to the board following attendance at R2 assemblies and WSBC.
- Make/provide copies of the report for Intergroup Representatives, SGVIE display rack and bulletin board, and include the report or a summary in an upcoming issue of SGVIE Briefs. (File report in R2 Assembly / WSBC binder(s) in SGVIE office.)
- Submit final expense report and receipts to SGVIE Treasurer for reimbursement.
- Assist the Special Events chairperson with one (1) annual event. All proceeds from the event go to help offset costs for SGVIE's representation at assemblies and WSBC. Event funds are directed to SGVIE IG Budget "Income," line item "R2/WSO & Event Donations."
- Keep up with oa.org and oar2.org regarding spring/fall R2 assemblies dates and annual WSBC, and other information pertinent to the fellowship.
- Prior to each board meeting, check R2 and WS websites for "What's New" and communicate pertinent information.
- Keep SGVIE's bulletin board and display rack up-to-date with Region, WS and IG information. This includes posting area IGs newsletters on the bulletin board and in the display rack.
- Communicate by mail / e-mail with area WSO, R2 and area IGs the SGVIE Briefs and event flyers.
- Participate in Region 2's monthly telephone "Chat with the Chair." Information at oar2.org.

Meeting Liaison:

- Be the contact for all meeting secretaries and keep the Meeting Directory current and accurate.
- Keep the SGVIE IG meetings updated at oa.org.
- Assist meetings in solving problems and report said problems to the Board.
- Keep the Board members posted to all changes and updates to the Meeting Directory.

Literature:

- Keep an adequate amount of WSO conference-approved books, pamphlets, newcomers literature and abstinent chips and serenity coins on hand and available for purchase.
- Process inbound shipments of literature and price items for sale, including amounts of shipping and sale tax.

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- Coordinate with group meeting literature representatives and assist in ordering bulk literature to take advantage of shipping and discounts.
- Promote awareness of literature at various meetings.
- Stay informed about new pamphlets and books produced by WSO.
- Manage inventory of OA-approved literature and reconcile physical inventory to collections.
- Work with the IG Treasurer to stay aware of how much money is available to purchase literature.
- Present the Treasurer with all receipts for literature reimbursement on a timely basis.
- Present a monthly report to the Board.
- Currently (2020), the duties of the Literature representative have been limited until the SGVIE office reopens.

SGVIE Briefs Coordinator:

The “SGVIE Briefs” is the intergroup bi-monthly newsletter designed to keep members informed of OA-related information important to the fellowship. Information includes, but is not limited to: personal stories, announcements, events and contact information.

- Serve as the Editor of the SGVIE Briefs unless a Briefs Committee has been formed to assist.
- Keep an electronic and hard copy of the SGVIE Briefs for the SGVIE files and the next Briefs representative.
- Print out an approved number of copies of the Briefs for distribution, and send an electronic copy to those members requesting copies by email.
- Submit an electronic copy to the webmaster to upload to the SGVIE website and to the social media administrator or public information representative to post the SGVIE Facebook page.
- Coordinate with other IG board/committee members on dissemination of information important to the fellowship.

Professional Outreach:

- Professional Outreach focus on carrying the OA message to professional organizations, including but not limited to: hospitals, treatment centers, correctional facilities, religious organizations, schools, libraries, corporations and civilian and military communities.
- Attend health fairs and events to spread information about Overeaters Anonymous to professionals and the public.
- Distribute information about OA to about how OA can be of assistance to their patients, employees, clients, students, etc.

Public Information:

Sufficient knowledge or the ability to learn public information outreach measures regarding OA and The Twelve Traditions in order to communicate OA's Program of Recovery.

- Communicate the OA Program of Recovery via all methods of communication (i.e., update SGVIE's office telephone message to keep it current; print medial radio, television, social media, websites, etc.), keeping in mind and informed of OA's Traditions. Update the current message on the voice-mail to keep it current.
- Convey information to the general public about the existence of Overeaters Anonymous and what OA can do for the still suffering compulsive eater.
- Coordinate with other board members (i.e., Briefs Coordinator, Webmaster, Social Media, Events Coordinator, Professional Outreach, etc.) for synergy and consistent messaging in communicating OA and the OA Program of Recovery.

● **Phone Tree Coordinator (Reports to Public Information chair)**

Sufficient knowledge of OA program, SGVIE IG and the ability to coordinate volunteers, in order to carry the message of the OA Program of Recovery to the compulsive overeater who still suffers.

- Coordinate Phone Tree volunteers to answer the phone at designated day/times.
- Provide Phone Tree volunteers with the necessary script/information to answer, receive and return calls to the compulsive overeater who still suffers.
- Update the current message on the voice-mail phone message in SGVIE IG office to keep it current.
- Program the phone to forward phone calls to the designated Phone Tree volunteer.

Social Media Administrator:

A social media-savvy individual with a desire to spread the OA Program of Recovery to the compulsive overeater who suffers, is needed for this position.

- Maintain the SGVIE Facebook group, Instagram and Twitter accounts.
- Approve new members to the SGVIE Facebook account.
- Remove posts with outside issues.
- Post SGVIE-related announcements, events, and documents to the SGVIE Facebook Page.

Webmaster:

Some experience with websites is required for this position.

- Responsible for maintaining all content on SGVIE website.
- Work closely with IG meeting liaison to make sure all SGVIE meetings are up-to-date on SGVIE's website
- Upload speaker recordings for meetings and workshops.
- Post SGVIE related announcements, events and documents.
- Post SGVIE-related announcements for Region 2, WSO and other intergroups.

- Maintain the PayPal treasurer links on the Treasurer page of the SGVIE website.
 - Coordinate with web designer for website design changes.
 - Check emails in the contact inbox and respond to questions and requests.
 - Some experience with websites is required for this position.
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Member Group "Intergroup Representative" (IR):

The following information is taken directly from SGVIE IG Bylaws and/or OA, Inc.:

Intergroup Representatives are elected by their member group meeting to attend the board / membership meetings and report back to the member group meeting, monthly.

- Each Member Group shall be entitled to one (1) vote at membership meetings. That vote is cast by a person (Intergroup Representative) chosen in accordance with the Twelve Traditions by that Member Group.
- Individuals employed by an Intergroup, Region or WSO shall NOT be eligible to serve as an IR while so employed.
- No IR can be designated to vote on behalf of more than one Member Group at a membership meeting.
- In the event that the IR cannot attend a membership meeting, an Alternate IR can be chosen by the Member Group and that Alternate IR empowered to vote on behalf of the Member Group.
- An Intergroup Representative attends the board/membership meeting, takes notes and reports back to their meeting monthly.
- In addition to keeping his/her group informed about things going on at the intergroup/service board or in other groups that attend the intergroup/service board gathering, the representative is expected to fully participate in service activities undertaken by the intergroup for example, marathons or workshops that serve OA meetings in the area or OA as a whole.
- Many group problems can be resolved by sharing experiences at intergroup/service board meetings with representatives from other groups.