

Intergroup Position Descriptions

Intergroup members are all volunteers who donate time to a variety of activities. Not only is Intergroup the "hub" between the individual groups and Overeaters Anonymous' Region 5 and our World Service Office, but it provides service opportunities for recovering OAs. *Deadline to Apply for all positions is Saturday, November 17 so that incoming members can work with the outgoing member at the December meeting.* The terms of IG positions begin in January and end in December.

Chair* – *Requires 1 year abstinence* - write up agenda for IG meetings and facilitate the IG meetings.

Treasurer* - *Requires 1 year abstinence; treasurer shall have six months experience on this Intergroup or will work in a pair with someone who has six months experience on Intergroup.* - Takes monies sent to MAI by our groups and deposit them into our bank account. Completes a monthly Treasurer's Report which is presented at each IG meeting. Writes checks for IG expenses.

Secretary* - *Requires 1 year abstinence* - Takes minutes of each meeting and emails them to all IG members in a timely manner.

Region V Delegate* - *Requires 1 year of abstinence* - Attends Region V assemblies in Fort Wayne, IN (One weekend in March, July, and November), works on their committees and brings back information from the World Service Office to the groups. IG pays related expenses for these weekends. We can have 2 delegates go together or they can alternate attendance. This term is generally for 2 years.

Mail - Collects mail from our PO Box #294 at the downtown post office and brings it to IG each month.

Phone/Help Line - Updates our phone message by reading the meeting list

Meeting List - Updates our meeting list and makes copies regularly for distribution to groups

We Care List - Updates our phone list and makes copies regularly for distribution to groups

Newsletter (Easy Does It) - Creates the monthly newsletter and makes copies for distribution to groups each month. You will receive newsletters from around our region to get ideas and exchange articles.

Public Information* - *Requires 1 year abstinence* - Does whatever public information the IG needs, i.e., sending out PSAs or making sure OA meeting announcements are listed in area papers, contacting healthcare providers, etc.

Web Site - Maintains our web site, www.oamadison.org

Marathons - Organizes marathons and special meetings such as holiday meetings and IDEA Day (November) and Unity Day (February) celebrations

Fundraising – Create and sell *Bling* at marathons or conventions.

Meeting Rep- Meeting reps attend Intergroup to represent their meeting and to carry information and handouts back to their meetings. This position is selected by the meeting members. Meeting reps may also fill an Intergroup service position if they choose to.