

Intergroup Job Descriptions

Executive Board:

The NHI Executive Board consists of Officers and Other elected members who round out the functions of the board.

Officers

NHI Chair

Election Year: Even-numbered year

Service Term: 2 years; can only serve 2 consecutive terms.

The NHI Chair shall:

- Draw up agenda for monthly NHI business meetings and bring 10 printed copies of the agenda to the meeting.
- Submit and track receipts from all chairperson related expenses for reimbursement by treasurer. Authorized expenses may include postage, printing, supplies and phone charges.
- Preside over and conduct monthly NHI business meetings in accordance with *Roberts' Rules of Order for Parliamentary Procedure*.
- Call any special meetings of NHI and preside over those meetings in the same manner.
- Ensure that general account of NHI be audited annually.
- Cast deciding vote in the event of a tie.
- Sign all NHI account checks in the absence of Treasurer.
- Establish short and long-term goals from input of Intergroup representatives.
- Be an ex-officio member of all NHI standing committees.
- Keep current on all committee projects and affairs.
- Maintain regular contact with officers and committee chairs between meetings regarding status of projects.
- Make decision regarding cancellation of NHI meetings due to inclement weather and initiate communication process.

NHI Vice-Chair

Election Year: Odd-numbered year

Service Term: 2 years; can only serve 2 consecutive terms.

The NHI Vice-Chair shall:

- Serve in the absence of the Chair in accordance with Article IV, Section 6A of the bylaws.
- Submit and track receipts from all vice-chairperson related expenses for reimbursement by treasurer.
- Authorized expenses may include postage, printing, supplies and phone charges.
- Make follow-up contact with new Group Representatives after their first meeting at NHI, to orient and support the Rep.
 - Provide new reps with up-to-date binders
 - Order literature for binders when needed
- Serve as Chair of the Nominating Committee for yearly elections.
- Call NHTI Security at 10:30am day of the monthly Sunday business meeting to remind them to unlock Room 318 in Sweeney Hall from 1pm to 4pm. NHI Security can be reached at (603) 224-3287.

NHI Recording Secretary

Election Year: Even-numbered year

Service Term: 2 years; can only serve 2 consecutive terms.

NHI Recording Secretary shall:

- Take notes of everything that happens during meetings. All reports, motions and discussions are recorded.
- Record the meetings to ensure accuracy of the minutes. The recordings are not kept as a permanent record.
- Create the Secretary's report, using meeting notes and the recording. Submit to the NHI Chair a copy of the report for review one week prior to next NHI business meeting. Chair will offer corrections/clarifications, and the Secretary will assist Chair in setting agenda for the upcoming meeting.
- Distribute copies of the final draft report, via email to the NHI group reps prior to the next meeting and deliver 10 printed copies for review at the next meeting.
- Review final report with intergroup at next meeting, noting any necessary corrections.
- Submit final report to webmaster for posting on NHI website.
- Maintain attendance records of meeting.
- Maintain copies of all minutes, treasurer's reports, newsletters and other pertinent records in a safe and responsible manner.
- Submit and track receipts from all secretarial expenses for reimbursement by treasurer. Authorized expenses may include postage, printing, supplies and phone charges.
- Answer correspondence directed to the secretary or as directed by NHI.
- Maintain document version control when performing the following tasks:
 - Update NHI By-Laws and NHI Charter as needed.
 - Update NHI History and NHI Policies and Procedures at year's end.
 - Update NHI officer and committee job descriptions using input from current officers and committee chairmen.
 - Update NHI Speakers List.
 - Perform service, as possible, to support NHI officers, NHI members and local meetings.

NHI Treasurer

Election Year: Odd-numbered year

Service Term: 2 years; can only serve 2 consecutive terms.

NHI Treasurer shall:

- Maintain a checking account established in the name of New Hampshire Intergroup for dispersal of NHI funds.
- Be the guardian of all funds received and disbursed.
- Record contributions received via cash, check, money order, or PayPal.
- Reconcile checkbook register monthly by accessing TD Bank online and printing monthly statement. The total of the general fund + retreat fund +delegates fund must match checkbook balance.
- Pay expenses using checks, debit card, or PayPal: review each expense for accuracy. Expenses may include printing of meeting lists, flyers and reports; postage; telephone charges; insurance; mileage; public information; Region 6 Rep and WSO Delegate expenses; Sharathon and retreat expenses.
- Pay rent monthly, or per current arrangement, to meeting space provider.

- Send contributions to World Service and Region 6 per group conscience.
- Keep running totals of current year's retreat and Sharathon expenses.
- Prepare a monthly treasurer's report to include a comparison to the yearly budget.
- Email PDF version of the Treasurer's report to NHI Secretary for distribution and print 15 copies to bring to the NHI meeting.
- Transfers and manages money in NHI's Fund Accounts in keeping with approved budget amounts - General Fund, Delegates Fund, and Retreat Fund.
- Prepare an annual budget with input from the Budget Committee in October; present budget at the November NHI meeting and seek approval at the December meeting.
- Every 6 months, asks at the NHI meeting for 2 volunteers to stay after the meeting to "audit" the past 6 months of expenses.
- Files IRS postcard for non-profits annually using online system. Deadline is May 15th.

Other Members of the Board

Parliamentarian

Election Year: Odd-numbered year

Service Term: 2 years; can only serve 2 consecutive terms.

Parliamentarian shall:

- Be familiar with Roberts Rules of Order and their application.
- Settle questions of rules and procedures during NHI meetings.
- Interpret the rules on matters concerning NHI Bylaws and Charter.

World Service Delegate(s)

Election Year: Even-numbered year

Service Term: 2 years; can only serve 2 consecutive terms.

World Service Delegate(s) shall:

- Ensure that all meetings are informed about all motions that are being considered for the annual World Service Business Conference (WSBC).
- Represent NHI at the annual WSBC.
- Provide a written report to NHI regarding the business that transpired at the annual WSBC.
- Also serve as Region Six Representative(s).

Region Six Representative(s)

Election Year: Even-numbered year

Service Term: 2 years; can only serve 2 consecutive terms.

Region Six Representative(s) shall:

- Represent NHI at the Region Six Assemblies.
- Provide a written report to NHI regarding the business that transpired at the Region Six Assemblies.

Committee Chairs

Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by the NHI prior to implementation. Each standing committee Chair shall submit written reports to the secretary for inclusion in the monthly Committee Report, and at the end of any specific event coordinated by that committee. If any monies are expended from an approved budget, a detailed and itemized report shall be included with the committee report. The purpose of each committee and the responsibilities of the chairperson of each committee are outlined below.

Answering Service Committee

Purpose: To provide a point of contact to anyone interested in finding out more about OA and to current members who have questions.

The Answering Service Chair shall:

- Coordinate telephone answering coverage, ensuring daily coverage
- Recruit and orient committee members and/or OA volunteers, supplying them with a list of committee duties and necessary literature
- Obtain most current meeting list and distribute to committee members and OA volunteers
- Tally the number of calls on a monthly basis and report as requested or necessary to NHI

All Answering Service committee members and OA volunteers are responsible for:

- Retrieving caller messages from eVoice site and return calls about meetings or OA in general
- Forwarding caller messages about workshops, retreats, or meeting list changes to appropriate NHI committee member
- Mailing hard copy meeting lists to callers when requested
- Maintaining a call log for NHI reporting purposes
- Ensure that all phone service work maintain the anonymity of the caller, both inside and outside OA, and accurately represent the OA program

Budget Committee

Purpose: The Budget Committee was established to discuss and recommend policies and procedures related to annual spending and income. Membership on the Committee is open to Intergroup Representatives, and the Committee is chaired by the NHI Treasurer. The primary goal of the Committee is to develop and propose an annual budget for the upcoming fiscal year. The Committee is active from October to December prior to the new fiscal year beginning in January.

Budget Committee Chair shall:

- Call for volunteers to work on budget preparation each year.
- Preside over an annual meeting in the Fall to prepare the budget for the next fiscal year.
- Review each budget line item for possible changes.
- Review expenses and revenues that are outstanding.
- Present proposed budget at November NHI business meeting.
- Present any motions needed at November NHI business meeting to increase budget lines.

Event Flyers Committee

Purpose: To review and approve all event flyers to ensure that they contain all the required elements and adhere to the OA Tradition of anonymity.

Event Flyer Committee Chair shall:

- Establish a committee to review and approve all event flyers (Sharathons, Back-to-Basics, Retreats, etc.).
- Develop/maintain a checklist/template of the required elements for NHI Event Flyers
- Submit the checklist/template to the Website Committee for posting on NHI website
- Electronically circulate original event flyer to all Committee members for review
- Collate all input and email recommendations to the Event Chair for which the flyer was created
- Once approved, electronically circulate the flyer to the NHI Master Distribution list

Meeting List Committee

Purpose: To maintain NHI's meeting list to provide up-to-date information for members, newcomers and interested parties about the day, time, locations and contacts for all NHI registered meetings via a meeting list handout that can be distributed to meeting goers at OA meetings. Another important purpose is to keep track of all our meetings to ensure that NHI has appropriate representation at the Region and World Service Organization level. (Representation is based on the number of meetings in the intergroup).

Meeting List Coordinator shall:

- Maintain two meeting lists: One list to include group contact information for distribution at OA meetings only, not for public display. The second list is to exclude group contact information, for posting to the internet and other public means of communication.
- Regularly check and respond to emails received at the NHI "Meetings" email address.
- Call meeting contact persons to verify meeting information for any meetings not responding to mail verification.
- Seek volunteers to assist in contacting the meetings that do not send Reps to NHI and to ask them for updates.
- Compare NHI meeting list information to WSO online meeting information. Resolve any discrepancies by contacting and working with the meeting group rep and/or WSO.
- Update the NHI meeting list monthly in Microsoft Word and Adobe Acrobat.
- Prepare and email the updated lists to the NHI Secretary with the Committee Reports.
- Make and provide 30 copies of the updated list that includes group contact information for Reps to pick up at the NHI meeting.
- Email the updated list to the NHI webmaster and send changes to WSO.
- Inform groups on how to update meeting information at the WSO website and assist groups as needed in making updates online.

Newsletter (Promises) Committee

Purpose: To provide a monthly newsletter to meetings/members that includes information about, upcoming OA events (Sharathons, Retreats, Conventions, etc.), NHI Financials (donations, etc.), meeting changes (New, Changes, Closed), request, then include SHARINGS from OA members, and to provide information from Region 6 and WSO (i.e. new literature, Policies, etc.).

The Newsletter (*Promises*) editor shall:

- Receive and edit articles for *Promises* each month, electronically preparing submissions as necessary. (Deadline for submissions is at the discretion of the editor.)
- Review other OA publications for information or articles to include in *Promises*.
- Review website for coming events or information to include in *Promises*.
- Contact NHI Treasurer for previous month's financials for inclusion in *Promises*.
- Contact NHI Chair for any other pertinent information to include in *Promises*.
- Design and Layout *Promises*. Include in every issue:
 - The date, time and location of the next NHI business meeting, a summary of NHI financials, and o the following verbatim statements:
 - Opinions expressed are not the opinions of NHI or OA as a whole.
 - Articles and notices must be submitted by the 20th of the month. Articles may be submitted by e-mail to oaanhPromises@oanewhampshire.org with a subject line of "*Promises* Submission" or submit to the committee via USPS: *Promises* Newsletter, c/o NHI, PO Box 1363, Derry, NH 03038-6363. Material cannot be returned, nor will payment be made. We reserve the right to edit. Other anonymous groups may reprint without permission. And Lifeline, OA's international magazine, serves as an indispensable "meeting-on-the-go." Lifeline is available in two versions: a printed magazine and an electronic online magazine, called e-Lifeline. Both contain the same content. See your group Lifeline representative or www.oa.org/lifeline_mag.html."
- Include any other notices of upcoming activities.
- Contact NH Chair if newsletter will be more than the budgeted 2 page format.
- Arrange with NHI Treasurer for printing costs.
- Print *Promises* as follows: 100 copies for distribution at NHI meeting.
- Attend, distribute and report to NHI monthly meeting.

Nominating Committee

Purpose: To encourage members to participate in NHI by actively seeking members who are interested in open Board and Committee Chair positions and prepare a slate of candidates to NHI members for the yearly elections.

The Nominating Committee Chair shall:

- Determine which positions are coming up for re-election using the NHI Officers and Committee Chairs spreadsheet and which position holders are eligible to run again if they wish to.
- Contact position-holders whose terms are ending to find out if they wish to run for another term, if eligible.
- Send an email out to all NHI reps outlining which positions are up for re-election so anyone who has an interest is aware of what the possibilities are and encourage them to contact a committee member.
- Contact members who have expressed interest in a position and confirm that they understand the requirements of the position and any abstinence requirements there may be.

Post Office Box Key Holder

Purpose: To retrieve all correspondence sent to the NHI PO Box and distribute it to the correct NHI member in a timely manner.

The Post Office Box Key Holder shall:

- Gather and appropriately distribute mail from the post office box.
- Pass on pertinent information to the Chair and Treasurer.

Public Information/Professional Outreach Committee

Purpose: The purpose of the Public Information/Public Outreach Committee is to carry the message of recovery through NHI to reach out to members of the public who are suffering from compulsive eating behaviors, but who may not know about Overeaters Anonymous. This is accomplished by providing to NHI Reps, OA approved information about the fellowship including but not limited to literature, posters, and workshop handouts, and through other forms of public media of attraction such as newspapers, on line , and public media outlets such as TV stations.

Public Information Committee Chair shall:

- Form a committee of members of the fellowship who are committed to practicing the twelve steps and twelve traditions of OA.
- Conduct meetings monthly, or as needed, with committee members to implement short and long term projects, as approved by NHI, and develop budgeting for ongoing projects.
- Submit monthly status report for NHI meetings.

Retreat Committee

Purpose: To provide participants a full weekend away from everyday life, in order to expand their understanding of themselves through the twelve steps of OA and to learn how to live a peaceful, abstinent life one day at a time.

Retreat Committee Chair shall:

- Establish a committee.
- Determine date of retreat.
- Determine location.
- Establish costs, deposit requirements, registration deadlines, scholarships (if applicable).
- Develop and produce advertising flyer/registration form.
- Make available to NHI for approval and distribution.
- Secure retreat leader.
- Work with retreat leader to develop theme of retreat.
- Provide support to leader (i.e. copying and supplies), if needed.
- Determine menu requirements and work with facility to ensure compliance.
- Receive registrations and assign rooms.
- Purchase gift for retreat leader.
- Facilitate the retreat.
- Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by the NHI prior to implementation.

Twelfth Step Within Committee

Purpose: To strengthen OA by sharing information and ideas that generate recovery within the fellowship by encouraging service, and working the twelve steps, and by reaching out to those in the fellowship who still suffer by addressing relapse and recovery through the twelve steps.

Twelfth Step Within Committee Chair shall:

- Strengthen OA by sharing information and ideas that generate recovery within the Fellowship.
- Reach out to those in the Fellowship who still suffer and address the relapse and recovery of our members.
- Encourage existing OA members to become or remain abstinent, to work the Twelve Steps and to give service to the best of their ability.
- Encourage membership retention.
- Work with Intergroup Committees to hold workshops or present sessions at Sharathons.
- Use the Twelfth-Step-Within Handbook and may make and distribute copies of tools and handouts to support Twelfth-Step-Within ideas; to share information and ideas that generate recovery within our fellowship.

Qualifications:

- Anyone who is working his or her own recovery can do this service. Only willingness is needed.

Ways & Means Committee

Purpose: To organize and facilitate fund raising efforts on behalf of NHI which involves making or buying merchandise to sell at various NHI sponsored events, and other OA events such as Region 6 and World Service conventions.

Ways and Means Committee Chairperson shall:

- Announce at NHI meetings that anyone with fundraising ideas should contact the chair.
- Encourage others to help (i.e. making selling or promoting).
- Investigate and plan fundraising activities for NHI approval.
- Follow guidelines set down by WSO to insure that traditions are upheld (i.e. no outside enterprise, etc.)
- Write articles for the NHI newsletter announcing fundraising projects, reporting project results and thanking people for their help and support.
- Keep records of income and expenses by project or event.
- Submit revenue to the treasurer for deposit and cost receipts for reimbursement.
- Prepare a report after each event showing gross and net sales.
- Prepare, organize and count inventory before and after our merchandise is sold. It is not mandatory but suggested that Chair transport merchandise to all venues/workshops, retreats and conventions, etc. where NHI can sell its inventory. If Chair cannot attend these events, he/she should find an OA member/volunteer who could be responsible for selling our merchandise.

Website Committee

Purpose: As a committee, our purpose is to help NHI carry the message to compulsive overeaters and promote unity within the fellowship through our Intergroup website. This involves providing WSO & NHI approved content which includes, but is not limited to, OA event listings, flyers for upcoming events, online versions of the *Promises*, podcasts, as well as, secured access for NHI reps to business meeting documents and other important OA documentation.

The committee is also responsible for researching and implementing new ways to safely use internet technology to support NHI, its committees, its groups, and the compulsive overeater. This includes managing oanewhampshire.org email accounts, responding to any general inquiries from the website in a timely manner, and other ways to support committees and their respective projects.

Lastly, this committee is also committed to maintaining our OA members' anonymity through the use of web forms that do not require identification other than a person's email address when contacting NHI, does not list OA members names or contact information directly on the website, and uses an email marketing service to help NHI adhere to best practices regarding anti-SPAM legislation.

The Website Committee Chair must meet the following:

Skills/equipment needed

- Experience managing websites
 - Experience with Content Management Systems (CMS) preferable, but not required
 - Knowledge of SEO best practices, Google Analytics, Google Webmaster Tools, and Bing Webmaster

Tools preferable, but not required

- Experience with Email
 - Includes setting up new accounts & connecting end users to their accounts via POP3, SMTP, or IMAP
 - Knowledge of CAN-SPAM legislation & Blacklists preferred, but not required
- Adobe Acrobat (or comparable software) for PDF creation
- Graphic design experience preferable, but not required
 - Includes Graphic Design Software (Photoshop, Illustrator, Fireworks, or other comparable programs)

The Website Committee Chairs is responsibilities are to:

- Devote at least one hour per month to update the site
 - Request, receive, convert, and post final reports from Officers and Committee Chairs
 - Includes monthly meeting list, meeting minutes, treasurer's reports, newsletters, event flyers, the *Promises*, and other pertinent files
 - Repair any broken links
 - Including links to other sites such as WSO, Region 6, and other Intergroups within Region 6
- Create & maintain user list and a user guide for the website
 - Assign user names & passwords to those who need access to edit the website
- Includes general instructions regarding how to log into the site, where to go to make changes, and instructions on how to make those changes
- Maintain & update email accounts for NHI members
 - Assign user names & passwords for all email accounts
- Provide/maintain user guide on how to access email and information needed to setup POP3, SMTP, and IMAP accounts
- Answer correspondence directed to the webmaster in a timely manner (within 48 hours)
 - Forward messages that come in through the general web form to the appropriate NHI Officer or Committee Chair
- Prepare an annual budget for website expenses and submit expenses to the Treasurer
 - Includes tracking receipts for all website related expenses for reimbursement by treasurer

- Attend & report to NHI monthly Business meetings
 - Includes submitting monthly status report on behalf of the website committee

Website Committee members are responsible to:

- Make suggestions about enhancements to the website to continue to improve visitors' experience with the site
- Participate in discussions regarding suggestions
- Review and vote on any suggestions to be brought forward by the Website Committee Chairman to NHI as a whole
- Review, approve, and or make suggestions regarding the committee's report before it is submitted for the next NHI meeting
- When needed, respond to email inquiries that come in from the site
- If interested – in other word's this is NOT a requirement to be on the committee – learn how to edit content on the website such as typos, updating the meeting list, adding events, etc.

Workshops Committee

Purpose: To organize and coordinate workshops to be hosted by New Hampshire Intergroup meetings, on behalf of NHI. Workshops may take several formats: Sharathons, Back to Basics, Unity Day or special topics of interest provided using formats provided by World Service or Region 6.

The Sharathon Committee Chair shall:

- Establish committee.
- Determine the number of Sharathons and schedule for the year, leaving the exact date for the host group to select.
- Invite particular groups to host.
- Assist in developing a schedule of tasks (i.e. topic selection, site selection, publicity, format, set-up, registration, literature, etc.) Groups are most willing if given specific guidance.
- Assist in developing Sharathon theme; may be directed by NHI in response to membership needs.
- Assist in securing keynote speakers.
- Procure refreshments and supplies for Sharathon.
- Provide guidelines for format or Sharathon to ensure upholding traditions.
- If needed, assist in creating and producing initial flyers, program and signage. Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by the NHI prior to implementation.

The Back to Basics Committee Chair shall:

The Back to Basics Committee schedules and facilitates Back to Basics workshops. In order to do this, the committee:

- Contacts potential host groups and locates a host site that can accommodate a large group and 3-4 breakout sessions.
- Works with a contact from the host group to set a date and time for the workshop.
- Creates a publicity flyer, has it approved by NHI for distribution, and sends it to the website committee for posting on the NHI website.
- Recruits speakers for the panel
- Works with a contact from the host group to coordinate set-up of rooms with spaces to accommodate registration, sale of literature, sale of raffle tickets and/or beverages (at the discretion of the host group) and Ways and Means items.

- Contacts the Ways & Means Chair about setting up a table at the workshop.
- Helps the host group contact with newspaper publicity.
- Works with members of the host group to set up rooms and put up signage on the day of the workshop.
- Selects committee members to moderate and monitor time during the workshop.
- Distributes and collects feedback forms from attendees.
- Helps members of the host group restore the facility to its original state after the workshop.
- Prepares reports for NHI business meetings.

The Unity Day Committee Chair shall:

- Establish a committee to recognize the strength and unity of the Fellowship worldwide on the last Saturday in February.
- Determine location by exploring the availability and cost to use centrally located sites for the event.
- Recruit Committee members to help with setup, welcome/registration table, raffle tickets, and cleanup.
- Invite other Intergroups to participate/co-sponsor: North Shore, Mass Bay, Southern Maine, Seacoast Intergroup, etc.
- Request that each Intergroup send one speaker to participate on a panel to address unity and Tradition One in their program.
- Establish costs, rent deposit requirements, and distribute proceeds with participating Intergroups.
- Develop and produce an approved flyer.
- Make flyer copies available to NHI and the other Intergroups for distribution.
- Facilitate the event (speakers, break-out groups, open sharing, ask-it-basket, raffle, etc.)
- Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by NHI prior to implementation.