

Intergroup Job Descriptions

Executive Board:

The NHI Executive Board consists of Officers and Other elected members who round out the functions of the board. Board members may serve 2 consecutive two-year terms. After an interval of one year, a member may again be eligible for election to their prior office.

Officers

NHI Chair

Election Year: Even-numbered year

The NHI Chair shall:

- Use the following software tools to carry out the service: email software, Microsoft Word or some other means of electronic document creation as needed, **Zoom**, Adobe PDF, Mailchimp, and Dropbox.
- Regularly check and respond to emails received at the nhichair@oanewhampshire.org mailbox using the password obtained from the NHI Website Coordinator.
- Prepare for the monthly NHI Business Meeting as follows.
 - Send an email to all NHI Reps and board members, approximately 2 weeks prior to the next NHI Meeting as a reminder of the upcoming meeting, and to request any agenda items.
 - In conjunction with input from NHI members and other sources, draw up agenda for monthly NHI business meetings.
 - At least 2 days prior to the meeting, send all meeting documents to the Secretary who will upload them to the Dropbox for the meeting.
- Submit and track receipts from all 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.
- Ensures that the general account of NHI is "audited" every 6 months.
- 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.
- As needed, call for the formation of special ad hoc committees to perform a specific task or solve a problem.
- 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 unforeseen circumstances and initiate communication process.

NHI Vice-Chair

Election Year: Odd-numbered year

The NHI Vice-Chair shall:

- Use the following software tools to carry out the service: email software, Microsoft Word or some other means of electronic document creation as needed, **Zoom**, Adobe PDF, Mailchimp, and Dropbox.
- Regularly check and respond to emails sent to the nhivicechair@oanewhampshire.org mailbox using the password obtained from the NHI Website Coordinator.
- Serve in the absence of the NHI Chair in accordance with Article IV, Section 6B.1 of the NHI Bylaws.
- Work with the NHI Chair as needed to support the functioning of the Intergroup.
- Submit and track receipts from all related expenses for reimbursement by treasurer.
 - Authorized expenses may include postage, printing, supplies, and phone charges.
- Update documents included in the binder and collate New Rep Binders as needed:
 - Update the dates of the Business Meetings each year
 - Verify that the Letter from the Chair is up to date and contains the name of the current Chair and update as needed.
 - Order OA literature for binders when needed
 - Make paper copies of documents as needed for binders
 - Send PDFs of updated documents to the Website Coordinator to be updated on the website.
- Contact new Group Representatives after their first meeting at NHI, to orient and support the Rep.
 - Provide new reps with up-to-date binders
 - Conduct a new member Orientation which consists of reviewing the role of being an NHI Rep and explaining the contents of the binders so they can become familiar with the expectations
- Serve as Chair of the Nominating Committee for yearly elections in June.
 - Update the spreadsheet that contains the List of NHI Officers and Committee Chairs
 - In March or April, using the List of NHI Officers and Committee Chairs, identify the positions that are up for re-election in June.
 - Contact current position-holders whose terms are up for re-election to confirm their willingness to continue in the position if they have another term left.
 - Determine which positions need to be filled with new people due to term limitations.
 - Form a committee of NHI members to discuss the open positions and find nominees to fill the positions, in preparation for the June election

NHI Recording Secretary

Election Year: Even-numbered year

The NHI Recording Secretary shall:

- Use the following software tools to carry out the service: email software, Microsoft Word or some other means of electronic document creation as needed, ability to listen to the recorded meetings to ensure accuracy of minutes; **Zoom**, Adobe PDF, Mailchimp, and Dropbox.
- Regularly check and respond to emails sent to the nhisecretary@oanewhampshire.org mailbox using the password obtained from the NHI Website Coordinator.
- Send out an email to all NHI Reps and Committee Chairs approximately 2 weeks prior to the next NHI Meeting as a reminder of the upcoming meeting. Include a reminder to submit their monthly reports or any other materials for the combined Committee Report document.
- Take minutes during meetings. All reports, motions and discussions must be recorded.
- Record the meetings to ensure accuracy of the minutes. Once the minutes are approved, the recording is deleted.
- Create the Secretary's report, (minutes of the meeting) 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.
- Upload copies of the approved final draft report, to the NHI Dropbox prior to the next meeting.
- Review final draft of the minutes with intergroup at next meeting, noting any necessary corrections. Upload final approved minutes to the Dropbox.
- Maintain attendance records of meeting.
- Maintain copies of all minutes, treasurer's reports, newsletters, and other pertinent records on the Dropbox.
- 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 of all key NHI documents.

NHI Treasurer

Election Year: Odd-numbered year

The NHI Treasurer shall:

- Use the following software tools to carry out the service: email software, Microsoft Excel, PayPal, Electronic Banking (TD Bank) , Microsoft Word or some other means of electronic document creation as needed
- Regularly check and respond to emails sent to the nhitreasurer@oanewhampshire.org mailbox using the password obtained from the NHI Website Coordinator.
- 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 the monthly statement. The total of the general fund + retreat fund + delegates fund must match checkbook balance.
- Pay monthly expenses using NHI checks, debit card, or PayPal: review each expense for accuracy. Expense categories are listed on page 1 of the Treasurer's report.
- Send contributions to World Service and Region 6 as per the budgeted agreements or at the group's direction.
- Keep running totals of current year's retreat expenses and income.
- Prepare a monthly treasurer's report to include a comparison to the yearly budget.
- Email PDF version of both pages of the Treasurer's report to NHI Secretary for distribution.
- Transfer and manage 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.
- Schedules an in-person "audit" of income and expenses in September and March. Asks at the NHI Business meeting for 2 volunteers to attend the in-person meeting to "audit" the past six months by looking at a total of 12 random transactions with each volunteer selecting one expense transaction and one income transaction for each month being reviewed from the hardcopy log. Treasurer provides the backup documentation for each expense and income transaction from the files and addresses any discrepancies.
- 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

The 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 per term; as per World Service Business Conference (WSBC) guidelines, a delegate may serve three consecutive terms. After an interval of one year, a member may again be eligible for election to this position. Requests for waivers of this limitation shall be submitted to the OA Board of Trustees (as per WSBC Policy 2012d).

World Service Delegate(s) shall:

- Use the following software tools to carry out the service: email software, Microsoft Word or some other means of electronic document creation as needed.
- Ensure that all meetings are informed about all motions that are being considered for the annual WSBC.
- Represent NHI at the annual WSBC (in person in Albuquerque, NM or virtually).
- Provide a written report in electronic format to NHI regarding the business that transpired at the annual WSBC; specifically the outcome of all matters voted on by the delegates.
- Be able and willing to participate in a WSBC committee for the entire year following the annual WSBC.

Region 6 Representative(s)

Election Year: Even-numbered year

Service Term: 2 years per term; can only serve 2 consecutive terms. After an interval of one year, a member may again be eligible for election to this position.

Region 6 Representative(s) shall:

- Use the following software tools to carry out the service: email software, Microsoft Word or some other means of electronic document creation as needed
- Represent NHI at the Region 6 Assemblies bi-annually (in person in Albany, NY or virtually).
- Be able and willing to participate in a R6 committee for the 6 months following the Assembly.
- Inform NHI of any upcoming Region 6 Bylaw or procedure changes and obtain input from our group to inform the Rep's vote on matters that affect it. Provide a written report in electronic format to NHI regarding the business that transpired at the Region 6 Assemblies.

Special Ad Hoc Committees

Purpose: The NHI Chair shall call for the formation of special ad hoc committees to perform a specific task or solve a problem.

- Ad hoc committees are temporary in nature.
- Ad hoc committees fall under the direction of the NHI Chair.
- Ad hoc committees are established to perform a specific project task. Once the task is completed, the committee disbands.
- Ad hoc committees may be formed to undertake specific project tasks such as:
 - Review and update NHI By-Laws and present to NHI members for approval
 - Review and update NHI Policies and Procedures and present to NHI members for approval
 - Review and update NHI Purpose as needed
 - Review and update NHI History as needed
 - Review and update NHI job descriptions and gather input from current officers and committee chairs
- Submit approved copies of updated documents to the NHI Website Coordinator for posting and storage on the NHI website.

Standing 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.

If appropriate, Officers, Board members, and Committee Chairs may request an NHI email address and password from the Website Coordinator. Once the email account is setup, the NHI Officer, Board member or Committee Chair is encouraged to use the email address for flyers and correspondence related to their position. Ideally, they should check their email at least once a week.

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 chair of each committee are outlined below.

Answering Service Committee Chair

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:

- Use the following software tools to carry out the service: eVoice, and the NHI email account.
- The NHI eVoice account can be accessed by logging into the account on a laptop / desktop or by downloading the eVoice app to an iPhone or Android phone.
- Regularly check and respond to emails sent to the nhiansweringservice@oanewhampshire.org mailbox using the password obtained from the NHI Website Coordinator.
- Coordinate timely response to NHI's telephone answering inquiries and website inquiries.
- As needed, recruit and orient committee members and/or NHI volunteers, supplying them with a list of committee duties and necessary literature
- Tally the number of calls on a monthly basis and report monthly to the NHI Secretary as a Committee report

The Answering Service chair's responsibilities are to:

- Retrieve caller messages from eVoice site and return calls about meetings or OA in general
- Forward caller messages about workshops, retreats, or meeting list changes to appropriate NHI committee Chair or member.
- Mail hard copy meeting lists to callers when requested. The Answering Service Chair may need to email or US mail literature to newcomers. In recent times, the Chair has directed callers to the oanewhampshire.org website or the oa.org website.
- Maintain a call log for NHI reporting purposes
- Ensure that all phone service work maintains the anonymity of the caller, both inside and outside OA, and accurately represents the OA program

Budget Committee Chair

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.

The Budget Committee Chair shall:

- Regularly check the nhitreasurer@oanewhampshire.org mailbox to respond to emails received regarding matters pertaining to the NHI budget committee.
- At the October meeting, call for volunteers to work on budget preparation for the next fiscal year.
- Conduct an annual budget meeting at some point in October, to prepare the budget for the next fiscal year.
- Ask committee chairs and other members for input into the budget for the next fiscal year.
- Using input from the group, 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.
- Finalize the budget to be voted on at the December meeting, if possible. Budget should be ready to go for Jan. 1 of the fiscal year, but if needed, can be voted on at the January meeting at the start of the new Fiscal year, to which the budget applies.

Event Flyers Committee Chair

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.

The Event Flyer Committee Chair shall:

- Use the following software tools to carry out the service: email software, Microsoft Word or some other means of electronic document creation as needed.
- 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 Coordinator 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 Coordinator

Purpose: To maintain NHI's meeting list to provide up-to-date information for members, newcomers and interested parties about the day, time, and locations for all NHI registered meetings. The meeting list can be downloaded from the NHI website and distributed to attendees 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 Office level (Representation is based on the number of meetings in the intergroup).

The Meeting List Coordinator shall:

- Use the following software tools to carry out the service: email software, Microsoft Excel or Word, and Adobe PDF to format the Meeting List.
- Regularly check and respond to emails sent to the nhimeetinglists@oanewhampshire.org email address, using the password obtained from the NHI Website Coordinator.
- The Meeting List Excel and PDF files are updated monthly, or as changes occur.
- Meeting List changes are submitted to the Meeting List Coordinator via an online form on the <https://oanewhampshire.org/find-a-meeting> page of the NHI website.
- All Meeting changes need to be submitted via the online form for the Website Coordinator and the Answering Service chair to be informed.
- Add only Meetings that have registered with the World Service Office (WSO) first, and have been assigned a Meeting ID Number.
- Call meeting contact persons to verify meeting information for any meetings not responding to email 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 the World Service Office online meeting information. Resolve any discrepancies by contacting and working with the meeting group rep and/or WSO.
- Prior to the NHI Business meeting, email the PDF version to the NHI Website Coordinator nhiwebsite@oanewhampshire.org and to the NHI Secretary nhisecretary@oanewhampshire.org. The website vendor will post the PDF copy on the website. The Secretary will place the PDF copy in the Dropbox for the upcoming NHI Business meeting.
- Inform groups on how to update meeting information at the WSO website and assist groups as needed in making updates online.

Newsletter (Promises) Editor/Committee Chair

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 the World Service Office (i.e. new literature, Policies, etc.).

The Newsletter (*Promises*) editor shall:

- Use the following software tools to carry out the service: email software, Word, Adobe PDF or other publishing software to create a monthly newsletter
- A Microsoft Word template has been created by the previous editor to guide in the creation of each issue
- The newsletter is produced and distributed 10 times a year, September to June.
- A draft of each issue is reviewed by the NHI Chair approximately 1 week before the NHI monthly meeting.
- Regularly check and respond to emails sent to the nhipromises@oanewhampshire.org email address, using the password obtained from the NHI Website Coordinator.
- Receive and edit articles for *Promises* each month, electronically preparing submissions as necessary. Articles and notices are to be submitted to the Editor by the 20th of the month.
- 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 donations 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 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 nhiPromises@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
- Once approved, email the PDF version to the NHI Website Coordinator nhiwebsite@oanewhampshire.org for posting and to the NHI Secretary nhisecretary@oanewhampshire.org to be placed in the Dropbox for the upcoming NHI Business meeting.

Nominating Committee Chair

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 / Mail Coordinator

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.
- Report activity monthly to the NHI Secretary as a Committee report.

Public Information/Professional Outreach (PI/PO) Committee Chair

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, online, and public media outlets such as TV stations.

The Public Information Committee Chair shall:

- Use the following software tools to carry out the service: email software; Word or some other means of electronic document creation as needed.
- 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. Projects may include attending Health Fairs, offering Public Information sessions, etc.
- Submit monthly status report for NHI meetings.
- Regularly check and respond to emails sent to the nhipublicinfo@oanewhampshire.org email address, using the password obtained from the NHI Website Coordinator.

Retreat Committee Chair

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.

The Retreat Committee Chair or Co-Chairs shall:

- Use the following software tools to carry out the service: email software, Microsoft Word or some other means of electronic document creation as needed.
- Regularly check and respond to emails sent to the nhiretreats@oanewhampshire.org email address, using the password obtained from the NHI Website Coordinator.
- Assemble a committee including a member or members who are comfortable with using the NHI email system, Microsoft Excel spreadsheets for the registration database, and interfacing with the NHI Website Coordinator.
- Use technology to communicate and coordinate committee meetings.
- Determine specific responsibilities for each committee member.
- Determine date of retreat and location.
- Secure an OA retreat leader.
- Establish costs, deposit requirements, registration deadlines, scholarships (if applicable).
- Develop and produce flyer/registration form and submit to Event Flyer Chair to ensure it contains all necessary information for approval.
- Make flyer available for distribution at NHI.
- Work with NHI Website Coordinator to post the retreat flyer on the NHI website, the Region 6 event calendar, and the OA.org event calendar.
- Work with NHI Website Coordinator on keeping the registration database up-to-date
- 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.
- Process registrations, assign rooms, and respond to email messages promptly.
- 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.

Tasks associated with the logistics of running a Virtual Retreat/Workshop:

If the retreat will be virtual (via Zoom or other technology):

- Put together a committee of people who are comfortable with using or learning to use technology as well as including the NHI Website Coordinator.
- Secure volunteers to help with tech support during the event.
- Work with NHI Website Coordinator to provide information as it relates to the retreat flyer and process to register and receive retreat information. Ensure the flyer is approved by the Event Flyer chair first before it is put on the website.
- Work with the Website Coordinator in sending out the flyer beyond NHI.
- Work with the retreat leader to determine his or her plans for the retreat and how the retreat will run so the technology can be put in place to accommodate it (details such as group schedule and numbers for group work if intended. Including setting limits for "seats" for the event overall and individual activities).
- Use technology to coordinate the committee for ideas and what role each will play including those who will run the technology.
- Communicate to the NHI chair about who will be using the Zoom account.

Twelfth-Step-Within (TSW) Committee Chair

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.

The Twelfth-Step-Within Committee Chair shall:

- Use the following software tools to carry out the service: email software, Microsoft Word or some other means of electronic document creation as needed
- 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*** to distribute copies of handouts to support recovery and outreach ideas.
- Qualifications: Anyone who is working his or her own recovery can do this service. Only willingness is needed.

Ways and Means Committee Chair

Purpose: To organize and facilitate fundraising that involves having members make book covers for popular OA books and the AA Big Book. The book covers will be sold at NHI-sponsored events, and other OA events such as Region 6 and World Service conventions. All proceeds from sales help to fund our Region 6 and World Service Delegates.

The Ways and Means Committee Chair shall:

- Announce at NHI meetings that anyone with the ability to provide service by sewing or cross-stitching book covers should contact the Committee chair at his/her personal email account.
- Encourage members to help with making NHI book covers for OA Events, and ask for volunteers to help with selling book covers at those events.
- Follow guidelines set down by the World Service Office to ensure that Traditions are upheld (i.e., no outside enterprise, etc.)
- Keep records of income and expenses by OA event, and report gross and net sales in Committee report.
- Submit revenue to the treasurer for deposit and cost receipts for reimbursement.
- Make a schedule for covering the NHI table at an OA event, and ask for volunteers to select a time slot when they can provide service.
- Prepare, organize, and count inventory before and after book covers are sold. It is suggested that a Committee member transport book covers to all OA workshops, retreats, and conventions, where NHI can sell its inventory. If the Committee Chair cannot attend these OA events, he/she should find an NHI member/volunteer who would be responsible for selling our book covers.

Website Coordinator

Purpose: The Website Coordinator helps NHI carry the message of OA to compulsive overeaters and promote unity within the fellowship through the Intergroup website.

The Coordinator has general experience with email, websites, software for PDF creation, Microsoft Word and Excel.

The website provides access to current World Service and NHI approved content which includes, but is not limited to, OA event listings, Twelfth-Step-Within flyers, online versions of the *Promises*, podcasts, as well as, a secured section of NHI historical business documents.

The Coordinator's responsibilities include:

- Regularly check and respond to emails sent to the nhiwebsite@oanewhampshire.org mailbox. Ideally, respond to emails received within 48 hours. Forward messages that come in through the general web form to the appropriate NHI Officer or Committee Chair.
- Devote time each month to review the site and submit monthly maintenance requests to the Website Vendor.
- Protect OA members' anonymity using web forms that do not require identification other than NHI email addresses, and ensure that OA members' personal names or contact information are not posted directly on the website.
- Make suggestions about site enhancements to the Website Vendor.
- Bring forward any website request that needs to be discussed at the NHI Business meeting.
- Attend the NHI monthly Business meetings and submit a monthly Committee report to the NHI Secretary.
- Prepare an annual budget for website expenses.
- Posts flyers of NHI events on the Region 6 event calendar and/or the OA.org event calendar using their respective download tools.

The Website Vendor's responsibilities include:

- Provide monthly maintenance to the site based on requests from the Website Coordinator (updates to homepage, Meeting List text pages, Meeting List PDF, links to Event flyers, etc.)
- Repair any broken links.
- Manage oanewhampshire.org email accounts and password requests.
- Manage secure access for NHI reps to historical business meeting documents and other important documents.
- Manage domain name renewal for oanewhampshire.org.
- Manage the Google Grant and Ad Word account monthly, until October 2023.
- Propose any necessary website improvements above the currently monthly plan.

Workshops Committee Chair

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 Workshops Committee Chair or co-Chair shall:

- Use the following software tools to carry out the service: email software, Microsoft Word or some other means of electronic document creation as needed.
- Schedule and facilitate the planning and conducting of the workshop.
- Regularly check and respond to emails sent to the nhiworkshops@oanewhampshire.org email address, using the password obtained from the NHI Website Coordinator.
- Form a committee of volunteers to help with the workshop.
- Prepare reports for NHI business meetings.
- NOTE: 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.

Many of the tasks outlined below, apply to “in-person Workshops.” If a workshop is to be held virtually, the Workshop Committee will work with NHI members who are comfortable using Zoom technology to identify the requirements and tasks associated with a virtual event. The Committee will communicate to the NHI Chair about who will be using the Zoom account.

Depending upon the format, the Workshops Committee Chair shall:

- Establish a committee to work with volunteers from NHI meetings
- Invite meetings to host the workshop
- Identify a venue that can accommodate a large group and breakout sessions. Work with volunteers to set a date and time for the workshop.
- Assist in developing a schedule of tasks (i.e. topic selection, site selection, publicity, format, set-up, welcome / registration, literature, signage, raffle tickets and/or beverages (if desired), Ways and Means items for purchase, clean-up, etc.)
- Assist in developing theme; may be directed by NHI in response to membership needs.
- Assist in recruiting and securing speakers. Select committee members to moderate and monitor time during the workshop.
- Select a member to be the facilitator for the event (introduce the speakers, break-out groups, open sharing, ask-it-basket, raffle, etc.)
- If desired, procure refreshments and supplies.
- Provide guidelines for format or to ensure upholding Traditions.
- If needed, assist in creating and producing a publicity flyer. Submit flyer for NHI approval. Once approved, email the flyer to the Website Coordinator for posting on the NHI website, as well as to other neighboring Intergroups, and to the Region 6 and the OA.org event calendars.
- Distribute evaluation forms and collect feedback from attendees.

If the workshop will be a **Unity Day workshop**, the Workshops Committee shall:

- Establish a committee to recognize the strength and unity of the Fellowship worldwide on the last weekend in February.
- Invite other Intergroups to participate/co-sponsor: North Shore, Mass Bay, Southern Maine, 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.