

Sample NHI Meeting Agenda by Month for September 2026 to June 2027 (also part of NHI Job Descriptions – APPENDIX B)

September • Introductions/welcome new members • June elections follow-up • Plan for Fall Region 6 Assembly • Vice-Chair updates NHI Member Directory and includes new group reps • Vice-Chair orients new Reps as needed • Schedule 6-month internal audit of NHI treasury • Ad Hoc Committee presents updated NHI Policies and Procedures	October • Sharing from Region 6 Fall Assembly • Treasurer calls for volunteers to serve on the Budget Committee • Consider IDEA Day Workshop possibilities for November • Vote to approve updates to NHI Policies and Procedures	November • New budget discussion/Q&A • IDEA (International Day Experiencing Abstinence) Day /third full weekend of November
December • New budget approval • December 12th – Twelfth Step Within Day; consider Workshop possibilities	January • Email WSBC (World Service Business Conference) Agenda Questionnaire to all NHI Reps as soon as posted on WSBC page on OA.org • Plan how to collect input on WSBC Questionnaire • OA Birthday – third full weekend of January • Spring Workshop Plans • Ad Hoc Committee starts review of NHI Job Descriptions • Treasurer pays NH Nonprofit Fee every 5 years (next due Jan 2030)	February • Compile results from WSBC Agenda responses and submit to WSO by March deadline • Unity Day – participate with area Intergroups (last Saturday of February in even years and last Sunday of February in odd years)
March • Plan for Spring Region 6 Assembly • Email WSBC Questionnaire results and manuscripts to all NHI Reps as soon as posted on WSBC page on OA.org • Schedule 6-month internal audit of NHI treasury	April • Verify IRS card has been filed online by Treasurer by May 15th • Call for volunteers to serve on the Nominating Committee • Vote as an Intergroup on the WSBC Motions, Bylaws, and Manuscripts • Gather final input for WSBC Delegates – especially, why Meetings are opposed to an item • Vote to approve updates to NHI Job Descriptions	May • Nominating Committee recruits candidates for Board and Committee chair openings • Sharing from Spring Region 6 Assembly • World Service Business Conference – late April or early May • Chair proposes NHI Meeting Dates for the next year
June • Vice Chair and Nominating Committee present slate of candidates for the annual election • Vote on dates for next year's Meetings • Sharing from WSBC • Ad Hoc Committee starts review of past Minutes for updates to Policies and Procedures	July No Meeting • Website Coordinator renews the NHI website logo with the World Service Office every two years [Next renewal due July 2026]	August No Meeting • Sponsorship Day (third full weekend of August) • Send out start of the NHI Meeting season reminder by the end of August