

## **GENERAL RESPONSIBILITIES OF EACH BOARD MEMBER:**

- Submits a written report of activity prior to each Board Meeting and Assembly.
- Acts as liaison to committees and Intergroups, as assigned.
- Keeps records to pass on at the end of term.
- May contribute articles to the Region One website blog.
- Provides service as a speaker throughout Region One, as schedule permits.

## **CHAIR RESPONSIBILITIES:**

- Presides at all regular and special meetings of the Region One Board, Executive Board and Assemblies
- May appoint a Parliamentarian for the Region One Assembly to advise the Chair on procedural issues. Factors which shall be used in selection are:
- Familiarity with the Twelve Steps, Twelve Traditions and Twelve Concepts of Region One Policies and Procedures Overeaters Anonymous.
- Familiarity with the Bylaws and Policies and Procedures of Region One.
- Ability to apply Robert's Rules of Order Newly Revised.
- If the chosen Parliamentarian is a member of Overeaters Anonymous, their expenses will be reimbursed in the same manner as those of the Region One Board
- The Parliamentarian may be an ex-officio member of the Bylaw Committee at the discretion of the Region One Chair.4.2.2.6. Parliamentarian's duties are as follows:
- Advises Chair to maintain the order of business according to Robert's Rules of Order Newly Revised, Region One Bylaws and Policies.
- During Assembly, gives Chair motions in order of precedence.
- During Assembly, answers questions or parliamentary inquiries when requested to do so by the Chair.
- Serves as ex-officio member on all committees except Nominations.
- Represents Region One as a whole at the World Service Business Conference.
- Participates in the Region Chairs' Committee meetings, including at WSBC
- Appoints Committee members and assigns duties as necessary.
- Assumes responsibility for planning of the Assembly.
- After elections at Assembly, assigns all Board members to Region One committees and intergroups, to serve as liaisons for the coming year.
- Coordinates production of Assembly Notebooks.
- Prepares Assembly evaluation forms and reports on results at the next Board meeting.

- May call regular meetings of Region One Intergroup chairs.
- Fulfills general responsibilities of each Board member listed in Policy 4.1.

#### **FIRST VICE-CHAIR RESPONSIBILITIES:**

- Acts in the capacity of the Chair in their incapacity or absence.
- Maintains open communication with the Chair to be prepared to act in the event of their incapacity or absence.
- Carries out specific assignments as directed by the Chair.
- Negotiates the hotel contract for Assembly and Convention. The contract is to include hotel room rates and amenities, meeting rooms, audio-visual and other equipment, catering, and any other needs specific to Assembly and Convention.
- Recommends the final contract to the Board for approval. Co-signs the approved contract with the Chair, provides the Treasurer with written notice of when hotel deposits are due and ensures that a direct bill application is completed, if necessary.
- Maintains regular contact with the hotel to ensure that everything remains on track and to keep abreast of any changes that may affect the outcome of Assembly and Convention.
- Provides an up-to-date manual to Convention Chairs containing job descriptions, deadlines for specific activities, sample forms and other pertinent information.
- Works with the Convention Chair and the Second Vice-Chair to develop the Convention Program.
- Works with Intergroups to generate bids for Region Convention.
- Serves as resource and liaison for Convention Chairs, providing guidance, clarifying expectations, keeping the Board informed of all major decisions and asking for approval/assistance as necessary.
- Fulfills general responsibilities of each Board member listed in Policy 4.1.

#### **SECOND VICE-CHAIR RESPONSIBILITIES:**

- Acts in the capacity of the First Vice-Chair in their incapacity or absence.
- Maintains open communication with the First Vice-Chair to be prepared to act in the event of their incapacity or absence.
- Monitors the number of hotel nights booked, reminds Intergroups of the deadline for registration to help ensure room night quota is achieved if it is part of the contract

- Closely monitors the terms of the hotel contract to ensure all Region financial obligations are met.
- Works with the First Vice-Chair and the Convention Chair to develop the Convention Program.
- Maintains the Convention checking account and issues reimbursements in a manner consistent with Region One policies.
- Works closely with the Convention Committee to ensure no additional expenses are incurred without prior Board approval and that financial accountability is maintained.
- Works closely with the Region One Treasurer to ensure that all Convention registration fees are accurately and appropriately recorded and that funds are transferred to the Region One General Fund at the conclusion of the Convention.
- Serves as resource and liaison for Board Outreach visits to Intergroups, provides guidance, clarifies expectations, schedules Board visits and keeps the Board informed of all major decisions and asks for approval/assistance as necessary.
- Assists the Chair in coordinating regular meetings of the Chair and intergroup chairs.
- Serves as a resource for Intergroups in planning their own events, providing formats and advice as needed.
- Carries out specific assignments as directed by the Chair.
- Fulfills general responsibilities of each Board member listed in Policy 4.1. Region One Policies and Procedures

#### **SECRETARY RESPONSIBILITIES:**

- Records and prepares the minutes of all Region One Board Meetings:
- Sends draft minutes to Board members within one (1) week of each meeting. Minutes shall include a record of assigned tasks, decisions, and actions taken by the Board
- Provides final approved minutes for posting on the Region One website.
- Updates and maintains rosters with contact information for Region One Board members, Intergroups, WSBC Delegates, Assembly Representatives, and Committees. Maintains archive of rosters of attendance at Assembly and WSBC.
- Updates Region One Bylaws and Policies and Procedures following the Assembly, then refers them to the Bylaws committee for review and approval. Provides final, approved versions of both documents for posting on the website
- Coordinates registration for Assembly:

- Sends out Assembly registration instructions to Intergroups, unaffiliated groups and Region One committees at least one hundred fifty (150) days before Assembly. Follows up with Intergroups not responding by the deadline.
- Records Representatives, Alternates and Board members as they arrive at Assembly.
- Gives credential reports on number of voting Representatives and Board members during Assembly.
- Sends Assembly materials to Intergroups not represented at Assembly.
- Sends out notices and other correspondence that is not the proper function of a Committee or another Board member.
- Fulfills general responsibilities of each Board member listed in Policy 4.1 Region One Policies and Procedures

#### **TREASURER RESPONSIBILITIES:**

- Assumes office immediately but allows sixty (60) days after election to work with the previous Treasurer to balance books and receive all materials for the position.
- Maintains a mailing address to receive donations and retrieves the mail at least monthly.
- Maintains bank accounts in U.S. funds.
- Records receipts and disbursements.
- Reimburses Board members and Committee Chairs for approved expenses.
- Records donations by group number.
- Completes government forms as required, including annual renewal of corporate registration with the state of Oregon and annual federal income tax filing
- Maintains up-to-date financial information including balancing all accounts monthly.
- Submits financial reports to the Board, the audit committees, and the Budget, Finance and Delegate Support committee on a monthly basis, and prior year-end and current year-to-date financial reports for inclusion in the Assembly Notebook.
- Provides year-end reports and all supporting materials, paper and electronic, to the Chair of the General Audit Committee for the annual audit by February 28.
- Provides reports and all supporting materials, paper and electronic, to the Chair of the Convention Audit Committee within 45 days of the close of Convention
- Works with the Budget, Finance and Delegate Support Committee to create a budget proposal for the following year. This proposed budget is submitted to the Board for discussion at the June Board meeting. Submits budget to Assembly for approval.

- Reviews Budget and Finance policies annually.
- Provides members with expense and donation forms as requested.
- Fulfills general responsibilities of each Board member listed in Policy 4.1. Region One Policies and Procedures

### **TECHNOLOGY COORDINATOR RESPONSIBILITIES**

- Maintains website and social media sites as appropriate.
- Considers Region One Policies and World Service guidelines in all publications.
- Consults with the Region One Board as to content and information to be published and makes no major changes in format or content without approval of the Board.
- Maintains a current backup of Region One digital assets, including the website, any shared file resources or databases, at least monthly.
- Oversees user account and password security for Region One accounts.
- Is a resource for Intergroups and Service Bodies which request support for setting up and maintaining websites or social media outreach.
- Fulfills general responsibilities of each Board member listed in Policy 4.1. Region One Policies and Procedures

### **MEMBER AT LARGE RESPONSIBILITIES:**

- Provides backup to and may temporarily perform the duties of any Board member, other than Chair, as needed.
- Supports special projects and Intergroup Renewal efforts within Region One, as requested by the Chair.
- Updates and maintains the Region One speaker list. Actively recruits new speakers and shares the list when requested by OA members or service bodies.
- Works with the Trustee Liaison to maintain communication with unaffiliated groups
- Fulfills general responsibilities of each Board member listed in Policy 4.1. Region One Policies and Procedures

### **SECOND MEMBER AT LARGE RESPONSIBILITIES (BEING UPDATED):**

- Provides backup to and may temporarily perform the duties of any Board member, other than Chair, as needed.

- Supports special projects and Intergroup Renewal efforts within Region One, as requested by the Chair.
- Updates and maintains the Region One speaker list. Actively recruits new speakers and shares the list when requested by OA members or service bodies.
- Works with the Trustee Liaison to maintain communication with unaffiliated groups.
- Fulfills general responsibilities of each Board member listed in Policy 4.1.

- **TRUSTEE LIAISON RESPONSIBILITIES:**

- Fulfills duties as described in World Service Business Conference (WSBC) Bylaws.
- Keeps Region informed of current business concerning Region One and OA as a whole.
- Attends Region One Board meetings, acting as a link between Region One and WSO.
- Serves on the Nominations Committee during Assembly elections (if not running).
- Works with the Member at Large to maintain communication with unaffiliated groups.
- Promotes OA World Service newsletters, bulletins and other communications within Region One.
- General responsibilities of each Board member listed in Policy 4.1. Region One Policies and Procedures