

SOUTHERN ALBERTA INTERGROUP BOARD

Board Positions:

Chair	elected in odd-numbered years
Co-Chair	elected in odd-numbered years
Secretary	elected in even-numbered years
Treasurer	elected in even-numbered years
World Service Delegate	elected in odd-numbered years
Region One Representative	elected in odd-numbered years
Literature Chairperson	elected in odd-numbered years
Retreat & Marathon Coordinator	elected in even-numbered years
Public Information Chairperson	elected in even-numbered years
Webmaster	elected in even-numbered years

To qualify for election to the SAI Board, an individual must:

- A) Be working the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service to the best of his/her ability.
- B) Have six (6) months of current abstinence except as follows (each person shall be the sole judge of his or her abstinence):
 - 1) World Service Business Conference delegates must comply with the abstinence and length of service requirements in the OA, Inc. Bylaws, Subpart B, Article X, Section 3c.
 - a. Current requirements are one year current abstinence and at least two years of service beyond the group level.
 - 2) Nominees failing to meet the above abstinence requirements may be elected by three-fourths (3/4) majority vote of the ballots cast.

Be a regular member of an affiliated group for a minimum of one (1) year and have given a minimum of six (6) months service to the group.

Nominees must be present at the election meeting. For election, the candidate must receive a majority vote of ballots cast. Voting will be by ballot.

Positions are elected for 2 year terms.

CHAIRPERSON

The Chairperson shall:

- 1. Preside at all regular and special meetings of this Intergroup and Intergroup Board.**
- 2. Cast the deciding vote to break a tie.**
 - a. May not participate in a ballot vote.**
- 3. Appoint committee chairs, including a nominating committee, as deemed necessary.**
- 4. May attend all standing committee meetings.**
- 5. Co-ordinate SAI committees involved in SAI business and activities.**
- 6. Have operation authority, in the intervals between Board meetings, to speak in the name of the organization in emergencies, in consultation with one other Executive Board Member. Executive Board consists of Chairperson, Co-Chair, Secretary and Treasurer.**
- 7. Ensure that the general account of the Intergroup is audited annually.**
- 8. Attend all regularly scheduled intergroup meetings and special meetings as called. Contact the secretary or co-chair prior to the meeting if you are unable to attend for an excused absence.**
- 9. Submit a detailed monthly report to the secretary prior to scheduled board meetings.**
- 10. Perform all other duties as prescribed in the SAI Policy & Procedures Manual.**
- 11. Annually review the positions job description and recommend updates as necessary for the June AGM.**

CO-CHAIR

The Co-Chair shall:

- 1. Serve in the absence of the chairperson.**
- 2. Be the liaison between member groups and the board.**
- 3. Ensure SAI group registrations and meeting information is current with WSO.**
- 4. Compile and distribute a listing of all SAI group meetings, including time and location, to all SAI members.**
- 5. Compile and distribute an SAI Active Members Contact List (to be updated quarterly) to all member groups. This is a service provided for the groups to use at their discretion abiding by the OA Traditions.**
- 6. Attend all regularly scheduled intergroup meetings and special meetings as called. Contact the secretary or chairperson prior to the meeting if you are unable to attend for an excused absence.**
- 7. Submit a detailed monthly report to the secretary prior to scheduled board meetings.**
- 8. Perform all other duties as prescribed in the SAI Policy & Procedures Manual.**
- 9. Annually review the positions job description and recommend updates as necessary for the June AGM.**

Secretary

The Secretary shall:

- 1. See that minutes are kept of all Intergroup meetings and that a copy of the minutes is printed and emailed to each board member, committee member and group representative.**
- 2. Inform all SAI board members and group representatives of forthcoming monthly and special meetings.**
- 3. Be responsible for establishing the agenda, in association with the Chairperson, for all Intergroup meetings and distributing as needed prior to such meetings.**
- 4. Collecting and compiling all board member and committee chair reports prior to the monthly meetings and distributing as required.**
- 5. Work closely with the Chairperson and handle all correspondence deemed necessary by same.**
- 6. Ensure that motions and policy changes are incorporated into the policies and procedures manual prior to the AGM in June.**
- 7. Maintain a file of all minutes of past meetings for 7 years.**
- 8. Attend all regularly scheduled intergroup meetings and special meetings as called. Contact the chairperson or co-chair prior to the meeting if you are unable to attend for an excused absence.**
- 9. Submit a detailed monthly report to prior to scheduled board meetings.**
- 10. Perform all other duties as prescribed in the SAI Policy & Procedures Manual.**
- 11. Annually review the positions job description and recommend updates as necessary for the June AGM.**

Treasurer

The Treasurer shall:

- 1. Be responsible for proper accounting of the finances of SAI.**
- 2. Maintain a chequing and savings account, if necessary, for safekeeping of Intergroup funds, depositing them as soon as possible after receiving them.**
- 3. Ensure all bills received are paid within in the due time limit.**
- 4. Be the holder of the deposit-only debit card.**
- 5. Submit reconciled financial reports each month to the Intergroup.**
- 6. Be a co-signer of the bank account with the following: Chairperson, Co-Chairperson, Secretary, Literature Chair and World Service Delegate. Treasurer will make appointments as required to change any signing authorities.**
- 7. Have final reports prepared and reviewed for the AGM and submit yearly returns to both the provincial and federal governments as required.**
- 8. Book the board meeting room as far in advance as possible.**
- 9. Attend all regularly scheduled intergroup meetings and special meetings as called. Contact the secretary or chairperson prior to the meeting if you are unable to attend for an excused absence.**
- 10. Submit a detailed monthly report to the secretary prior to scheduled board meetings.**
- 11. Perform all other duties as prescribed in the SAI Policy & Procedures Manual.**
- 12. Annually review the positions job description and recommend updates as necessary for the June AGM.**

World Service Delegate

The World Service Delegate shall:

- 1. Attend and represent SAI at the World Service Business Conference, the number of which to be determined by WSO and SAI, finances permitting. At such meetings, they will vote according to their conscience on motions knowing that the intergroup they are representing has confidence and trust in them to vote appropriately.**
- 2. Be familiar with and willing to explain the Twelve Traditions and their practical uses at group and intergroup meetings together with the Region One Representative.**
- 3. Present an oral and written report to the intergroup upon their return from the WSBC including receipts and final accounting.**
- 4. Be available to do whatever service they can in the intergroup to promote the understanding of all levels of OA service within the fellowship and to promote the 12 Steps and 12 Traditions.**
- 5. Serve on a committee at WSBC and to maintain the commitment until the next WSBC unless otherwise specified by the committee or WSBC.**
- 6. Conform to additional abstinence requirements for a service position at the World Service level. See oa.org for updated requirements.**
- 7. Attend all regularly scheduled intergroup meetings and special meetings as called. Contact the secretary or chairperson prior to the meeting if you are unable to attend for an excused absence.**
- 8. Submit a detailed monthly report to the secretary prior to scheduled board meetings.**
- 9. Perform all other duties as prescribed in the SAI Policy & Procedures Manual.**
- 10. Annually review the positions job description and recommend updates as necessary for the June AGM.**

Region One Representative

The Region One Representative shall:

- 1. Attend and represent SAI at the Region One Assembly and Convention, the number of which to be determined by Region One and SAI, finances permitting. At such meetings, they will vote according to their conscience on motions knowing that the intergroup they are representing has confidence and trust in them to vote appropriately.**
- 2. Be familiar with and willing to explain the Twelve Traditions and their practical uses at group and intergroup meetings together with the World Service Delegate.**
- 3. Present an oral and written report to the intergroup upon their return from the Assembly and Convention including receipts and final accounting.**
- 4. Be available to do whatever service they can in the intergroup to promote the understanding of all levels of OA service within the fellowship and to promote the 12 Steps and 12 Traditions.**
- 5. Serve on a committee at Region One Assembly and to maintain the commitment until the next assembly unless otherwise specified by the committee or Region One Assembly.**
- 6. Conform to additional abstinence requirements for a service position at the Region level. See oaregion1.org for updated requirements.**
- 7. Attend all regularly scheduled intergroup meetings and special meetings as called. Contact the secretary or chairperson prior to the meeting if you are unable to attend for an excused absence.**
- 8. Submit a detailed monthly report to the secretary prior to scheduled board meetings.**
- 9. Perform all other duties as prescribed in the SAI Policy & Procedures Manual.**
- 10. Annually review the positions job description and recommend updates as necessary for the June AGM.**

Literature Chairperson

The Literature Chairperson shall:

- 1. Supply member groups with OA Approved Literature (including approved AA items) and maintain current prices, stock lists and accounts receivables.**
- 2. Maintain an up-to-date selling price list.**
- 3. Keep track of literature purchases and sales including transfers to other SAI departments.**
- 4. Attend all regularly scheduled intergroup meetings and special meetings as called. Contact the secretary or chairperson prior to the meeting if you are unable to attend for an excused absence.**
- 5. Submit a detailed monthly report to the secretary prior to scheduled board meetings. (See policy F for details)**
- 6. Perform all other duties as prescribed in the SAI Policy & Procedures Manual.**
- 7. Annually review the positions job description and recommend updates as necessary for the June AGM.**

Retreat & Marathon Coordinator

The Retreat & Marathon Coordinator shall:

- 1. Encourage and facilitate the organization of retreats, marathons and literature studies.
 - a. SAI currently aims to have one retreat or marathon each month.****
- 2. Serve as a liaison between retreat & marathon organizers and SAI.**
- 3. Provide guidance on WSO and SAI retreat policy and procedures.**
- 4. Assist in the circulation of retreat & marathon information as required and approved by SAI. This included information for the website, telephone line, groups and individuals.**
- 5. Attend all regularly scheduled intergroup meetings and special meetings as called. Contact the secretary or chairperson prior to the meeting if you are unable to attend for an excused absence.**
- 6. Submit a detailed monthly report to the secretary prior to scheduled board meetings.**
- 7. Perform all other duties as prescribed in the SAI Policy & Procedures Manual. Annually review the positions job description and recommend updates as necessary for the June AGM.**

Public Information Chairperson

Public Information Chairperson shall:

- 1. Handle requests for information about OA from local media and furnish speakers for non-OA organizations following the Twelve Traditions of OA.**
- 2. Under the direction of the Twelve Traditions, inform the professional and public communities about OA.**
- 3. Attend all regularly scheduled intergroup meetings and special meetings as called. Contact the secretary or chairperson prior to the meeting if you are unable to attend for an excused absence.**
- 10. Submit a detailed monthly report to the secretary prior to scheduled board meetings.**
- 11. Perform all other duties as prescribed in the SAI Policy & Procedures Manual. Annually review the positions job description and recommend updates as necessary for the June AGM.**

Webmaster

The Webmaster shall:

- 1. Maintain the SAI website to allow groups to communicate events and news as well as provide newcomers with information regarding local meetings and the program of Overeaters Anonymous.**
- 2. Maintain a committee to review changes to the website and assist with requests for information from members, newcomers and the public.**
- 3. Respond to requests for information from members, newcomers and the public in a timely fashion.**
- 4. Promote the website at meetings, marathons and retreats.**
- 5. Attend all regularly scheduled intergroup meetings and special meetings as called. Contact the secretary or chairperson prior to the meeting if you are unable to attend for an excused absence.**
- 6. Submit a detailed monthly report to the secretary prior to scheduled board meetings.**
- 7. Perform all other duties as prescribed in the SAI Policy & Procedures Manual. Annually review the positions job description and recommend updates as necessary for the June AGM.**