

ORANGE COUNTY INTERGROUP OF OVEREATERS ANONYMOUS
STATEMENTS OF SERVICE BOARD POLICY

The following policy statements have been approved and adopted by the Orange County Intergroup Service Board pursuant to Article V, Section 6 of the OCI Bylaws. They may be revised by vote of a majority of the Service Board at any regularly scheduled Service Board meeting.

Also included are the Duties and Responsibilities of Service Board members.

Fliers:

1. The Service Board shall approve of any flier that is sent out to the fellowship bearing the OCI name.
2. The Service Board shall approve all forms distributed at Intergroup meetings.
3. Fliers prepared by a registered meeting must be approved by the Service Board prior to distribution at Intergroup meetings or by the OCI Office, and shall contain the notation "Approved for distribution by the OCI Service Board".
4. Approved fliers shall adhere to the World Service policy of having no names of leaders, speakers, etc., published.
5. Recurring events may use previously approved fliers. These fliers will not require formal Service Board approval, providing changes are limited to non-substantive issues (dates, times, location, and/or costs). These fliers must be reviewed by the Service Board, and may be distributed if a majority of the seated members agree that they comply with this provision.
6. Fliers may be reviewed and/or formally approved via email, or other electronic means of communication. A flier that has been "reviewed" and found to be acceptable, shall be so noted in the minutes of the next service board meeting. A new flier's approval must be "ratified" at the next service board meeting.
7. Fliers received from WSO and all other OA service bodies (R2, other intergroups or regional service bodies) will be distributed by OCI, providing they conform to WSO policies.
8. Only WSO approved worksheets and program aides will be distributed by OCI and the notation "permission to reprint granted by O.A.'s World Service" will be added if not shown thereon.

Hiring: An Ad Hoc Committee shall be formed consisting of one Intergroup member and two Service Board members, to interview and hire an office employee, where the majority of the committee would prevail.

Donation Report: Donations shall be published in the Communiqué semi-annually, as well as tying them to the financial report.

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Monthly Income and Expenses:

1. Transfer funds available for General expenses to funds available for other expenses ("Reserve funds") in order to insure adequate funds are available to pay for liability insurance, workers compensation insurance, and photocopying expense.
2. The amount set aside each month for liability insurance and workers compensation insurance shall be 1/12 of the anticipated annual expense.
3. The amount set aside each month for Photocopying expense shall be calculated at 4 cents per copy made during the month, which will cover anticipated costs for supplies and periodic maintenance and/or repairs.
4. The amount set aside each month shall be reported in the Treasurer's "Monthly Income and Expense Report".

All Service Board policies and motions of continuing applicability approved by the Orange County Intergroup Service Board shall be maintained with these Statements of Service Board Policy, which shall be periodically updated by the Bylaws Committee.

(Duties and responsibilities of Service Board members continue on following pages.)

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DUTIES AND RESPONSIBILITIES

OCI CHAIR

1. Represent OCI in all matters involving outside enterprises.
2. Chair Intergroup meetings and Service Board meetings in accordance with OCI Bylaws, and Policies and Procedures.
3. Propose an agenda of business items for IG and Board meetings.
4. Function as a fiduciary in matters requiring the allocation and disbursement of funds provided for OCI business.
5. Attend OCI-sponsored activities to represent OCI interests and support the activity.
6. Draft all correspondence from OCI directed within the fellowship of OA on matters affecting OCI as a whole.
7. Draft all correspondence between OCI and outside enterprises.
8. Appoint any Ad Hoc Committees as necessary.
9. Sign Orange County IG and Board approved legal contracts between OCI and outside enterprises as required.
10. Co-sign financial documents as requested by the OCI Treasurer.
11. Interact with other Intergroup Chairs to continually seek improvements in OCI service.
12. Make monthly reports to the IG and Board with written copy to the Secretary for the IG minutes. (Only minimal reports may be verbal.)
13. Supervise the webmaster and updating of the OCI website.
14. Serve as an ex-officio member to all committees.
15. Serve as a trainer to the next incoming chair, through a transition period.
16. Other duties as may be required.

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DUTIES AND RESPONSIBILITIES

OCI VICE-CHAIR

1. Attend all Intergroup and Board meetings.
2. Chair IG and Board meetings in the absence of the Chair, in accordance with the OCI Bylaws.
3. Assume the position of Chair in the event of an absence or vacancy.
4. Be responsible for updating the OCI Policies and Procedures Manual.
5. Chair the Bylaws and Policies and Procedures Committee and present any amendments to the IG.
6. Co-sign financial documents as requested by the OCI Treasurer.
7. May attend all committee meetings.
8. Make monthly reports to the IG and Board with written copy to the Secretary for the IG minutes. (Only minimal reports may be verbal.)
9. Provide copy of the current "Bylaws" and "Statements of Intergroup Policy" to each newly elected board member in December.
10. Maintain a current calendar of OCI and other OA related events.
11. Maintain a current list of all committees, subcommittees, and their members contact information.
12. Serve as a trainer to the next incoming vice chair, through a transition period.
13. Other duties as may be required.

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OCI SECRETARY

1. Attend all Intergroup and Board meetings.
2. Record and transcribe minutes of all IG and Board meetings.
3. Record attendance of meetings represented at IG.
4. Maintain attendance records of all Board members, WSBC Delegates, R2 Reps and their Alternates.
5. Update the Chair regarding attendance record.
6. Co-sign financial documents as requested by OCI Treasurer.
7. Provide a written report to each IG and Board meeting.
8. Serve as a trainer to the next incoming secretary, through a transition period.
9. Other duties as may be required.

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OCI TREASURER

1. Attend all Intergroup and Board meetings.
2. Maintain a current list of the Treasurers committee and sub-committee members and contact information. Distribute this list to the Chair and Vice Chair and update accordingly.
3. Maintain checking and savings accounts established in the name of "Orange County Intergroup of Overeaters Anonymous, Inc.".
4. Co-sign documents for OCI expenditures.
5. Draft correspondence for all financial matters including donations, invoices and requests for reimbursements.
6. Act as liaison with the accountant and the IRS.
7. Chair the annual budget committee meeting.
8. Prepare the annual budget and present it to the Board and IG for approval.
9. Provide a written report at each IG and Board meeting regarding all contributions, disbursements, and expenses for all OCI funds.
10. Provide a written semi-annual report of donations, to be inserted into the Communiqué.
11. Serve as a trainer to the next incoming treasurer, through a transition period.
12. Other duties as may be required.

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ACTIVITIES COMMITTEE CHAIR

1. Attend all Intergroup and Board meetings.
2. Chair the Activities committee.
3. Maintain a current list of the Activities committee and sub-committee members and contact information. Distribute this list to the Chair and Vice Chair and update accordingly.
4. Be responsible for all aspects of OCI events including but not limited to talent shows, picnics, dances, retreats, and marathons. Event aspects include but are not limited to arranging contracts, facilities, advertisement, staffing, decorating, and accepting monies.
5. Prepare all flyers and announcements for Activities Committee events and submit to the OCI Board for approval.
6. Be responsible for all monies received pertaining to Activity Committee Events and give an accurate accounting to the OCI Treasurer.
7. Communicate and coordinate with Activities committees in other areas and other levels of service.
8. Make monthly reports to the IG and Board with written copy to the Secretary for the IG minutes. (Only minimal reports may be verbal.)
9. Serve as a trainer to the next incoming Activities Committee Chair, through a transition period.
10. Other duties as may be required.

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DUTIES AND RESPONSIBILITIES

E-MEDIA MANAGER

1. Attend all Intergroup and Board meetings.
2. Chair the Electronic Communications Committee
3. Oversee the OCI Website: updating or having the website updated to include pdf versions of:
 - The current Communique
 - Approved Intergroup Meeting Minutes
 - Approved Intergroup Service Board Meeting minutes
 - Add information and flyers of OCI activities to the website calendar
 - Add information and flyers of other OA activities when requested by the OCI Board.
 - OCI Bylaws, when amended
 - OCI Statements of Intergroup Policy, when amended
 - OCI Statement of Board Policy, when amended
 - Other website documents when necessary or requested by the OCI Board
4. Update or oversee the updating of the OCI website meeting lists. (Add new meetings, delete closed meetings, make changes to current meetings)
5. Supervise and/or update the OCI E-Mail Outreach group "Excel" spreadsheet as well as adding or deleting individuals to the electronic file.
6. Update the OCI Service Board e-mail group promptly when individuals join or step down as Board members.
7. Supervise and/or update the OCI e-mail forwarding groups as necessary (i.e.; board positions, IG representatives listings, email outreach, event coordinators, etc.)
8. Serve as a trainer to the next incoming E-Media Manager, through a transition period.
9. Other duties as may be required.

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MEETING LIAISON

1. Attend all Intergroup and Board meetings.
2. Chair the Meeting Liaison committee.
3. Maintain a current list of the Meeting Liaison committee members and contact information. Distribute this list to the Chair and Vice Chair and update accordingly.
4. Act as liaison between the OCI groups and the Board.
5. Assist new meetings in getting started, including in the production of new meeting fliers.
6. Encourage all meetings to select an Intergroup Representative and to participate at OCI meetings.
7. Conduct orientation for all new IG Reps.
8. Furnish new IG Reps with orientation materials.
9. Assist meetings in solving problems and report said problems to the Board.
10. Make monthly reports to the IG and Board with written copy to the Secretary for the IG minutes. (Only minimal reports may be verbal.)
11. Serve as a trainer to the next incoming Meeting Liaison, through a transition period.
12. Other duties as may be required.

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OFFICE LIAISON

1. Attend all Intergroup and Board meetings.
2. Communicate Board and/or Intergroup policy changes to the OCI clerical staff.
3. Communicate OCI office needs to the Board for review and approval. Submit to Intergroup Representatives, when appropriate or required.
4. Assist with the stocking and ordering of approved literature, when necessary.
5. Assist with the monthly inventory of literature, when necessary.
6. Assist with the OCI media library, when necessary.
7. Assist with updating the OCI Office Policies and Procedures Manual if required by Intergroup policy changes.
8. Assist with updating the OCI office Volunteers Policies and Procedures Manual if required by Intergroup policy changes.
9. Co-sign financial documents as requested by the OCI Treasurer.
10. Make monthly reports to the IG and Board with written copy to the Secretary for the IG minutes. (Only minimal reports may be verbal.)
11. Provide the list of duties and responsibilities for each board position scheduled for election in December. Copies of the list to be distributed at the November Intergroup meeting.
12. Serve as a trainer to the next incoming Office Liaison, through a transition period.
13. Other duties as may be required.

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PUBLIC INFORMATION COMMITTEE CHAIR

1. Attend all Intergroup and Board meetings.
2. Chair the Public Information committee.
3. Maintain a current list of the Public Information committee and sub-committee members and contact information. Distribute this list to the Chair and Vice Chair and update accordingly.
4. Provide information about the fellowship to the local community including local newspapers, magazines, radio, TV and public media.
5. Facilitate hospitals, professionals, military and institutions by:
 - a. Provide panels/speakers, upon request.
 - b. Provide booth/literature at health fairs when requested.
 - c. Respond to inquiries from Orange County health professionals.
6. Organize "Public Information Meetings".
7. Encourage the Fellowship to carry the OA message to Health Care Professionals.
8. Make monthly reports to the Board and Intergroup with a written copy to the Secretary for the IG minutes. (Only minimal reports may be verbal.)
9. Serve as a trainer to the next incoming Public Information Committee Chair, through a transition period.
10. Other duties as may be required.

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PUBLICATIONS CHAIR

1. Attend all Intergroup and Board meetings.
2. Chair the Publications committee.
3. Maintain a current list of the Publications committee members and contact information. Distribute this list to the Chair and Vice Chair and update accordingly.
4. Prepare a newsletter for the fellowship of OCI, as indicated in Article V, Section 6(E) of the Orange County Intergroup of O.A. Bylaws, and as specified in Article VI, Section 5 of the Orange County Intergroup Policies.
5. Update the meeting list within the newsletter.
6. Serve as Editor of the newsletter, unless editor function is delegated to another member of the Publications Committee.
7. Compile and maintain current and complete information for the newsletter.
8. Oversee the layout of the newsletter including the preparation for the printer.
9. Make arrangements for the pickup from the printer and the delivery to the OA office of the newsletter, when due, by the first of the month.
10. Make monthly reports to the IG and Board with written copy to the Secretary for the IG minutes. (Only minimal reports may be verbal.)
11. Serve as a trainer to the next incoming Publications Chair, through a transition period.
12. Other duties as may be required.

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DUTIES AND RESPONSIBILITIES

TWELVE STEP WITHIN COMMITTEE CHAIR

1. Attend all Intergroup and Board Meetings.
2. Chair the Twelve Step Within Committee.
3. Maintain a current list of the Twelve Step Within committee and sub-committee members and contact information. Distribute this list to the Chair and Vice Chair and update accordingly.
4. Be responsible for all aspects of OCI events including but not limited to workshops. Event aspects include but are not limited to arranging contracts, facilities, advertisement, staffing, decorating, and accepting monies.
5. Prepare all flyers and announcements for Twelve Step Within Committee events and submit to the OCI Board for approval.
6. Be responsible for all monies received pertaining to Twelve Step Within Committee Events and give an accurate accounting to the OCI Treasurer.
7. Maintain a Speaker/Leader list.
8. Promote membership retention.
9. Communicate and coordinate with Twelve Step Within committees in other areas and other levels of service.
10. Make monthly reports to the IG and Board with written copy to the Secretary for the IG minutes. (Only minimal reports may be verbal.)
11. Serve as a trainer to the next incoming Twelve Step Within Committee Chair, through a transition period.
12. Other duties as may be required.