

# **OVEREATERS ANONYMOUS REGION 9**

## **Procedures Manual**

### **JOB DESCRIPTION & HAND OVER INFORMATION**

#### **REGION 9 REPRESENTATIVE – (Last Updated Oct 2010)**

A Region 9 Representative is an OA member chosen by an Intergroup/NSB/LSB/unaffiliated group<sup>1</sup> meeting within Region 9 to be its representative during the Region 9 Assembly, and to carry out all the associated tasks of a liaison between the Assembly and the represented group. Groups are encouraged to choose their representatives for a 2 or 3 year period, so that the representative is able to learn the Assembly procedures and stand for regional elections. The group might decide to send its representative to the Region 9 Convention as well.

##### **1. Registration for the Assembly/Convention.**

After the Assembly/Convention details have been decided upon by the hosting group and sent out to service bodies by the Region 9 Secretary, it is the responsibility of the representative to:

- a) Register for the Assembly with the Region 9 Secretary (using the form provided by the Region), taking care to do so before the registration deadline stated on the form. If the representative wishes to participate in the Convention, they should register for that event following the instructions provided by the hosting service body.

In addition to that, the representative can ask the region for financial assistance, in case the cost of participating in the Assembly prove to be too high for their service body to cover. The request has to be made within 2 months after receiving the Assembly invitation. Note that the funds allocated for representative assistance are limited and there is no guarantee that the support will be granted to all those applying.

- b) Book Hotel Accommodation – the representative may choose to stay at the place where the Assembly and Convention are held (details will be provided by the Region), which usually proves the most convenient option, but if they wish, they may also find a different place to stay.
- c) Organise and book the travel arrangements.

##### **2. Receive the Assembly Materials Binder before the Assembly.**

Materials relating to the business that is to be carried out during the Assembly will be sent out before the Assembly takes place. On the Assembly registration form the representative will be asked whether they wish to receive an electronic or a printed copy of the materials. The representative should read those materials (they will include information on the motions that are to be voted upon) and, if possible, discuss them with the service body they represent. The service body has the right to instruct its representative according to the way they should vote. However, as new information and amendments to the motions may appear during the Assembly, most service bodies allow their trusted representatives to make the final decision as to the voting during the Assembly itself.

##### **3. Committee Participation.**

The representatives are encouraged to join one of the following Region 9 committees: Budget, Bylaws, Electronic Communications, Translations, Twelfth step within. Although committee meetings take place during the Assembly, in most cases members are required to work for the committee throughout the year.

##### **4. Assembly Participation.**

The representative is to attend all of the business sessions of the Assembly in order to vote and participate in the debates.

##### **5. Standing for Elections**

During every Assembly, elections for positions of Committee Chairs and members of Region 9 Board are held (see Region 9 Bylaws, Article VII, Section 3 and Article IX, Section 3). A representative that feels willing to serve at region level is welcome to put themselves forward as a candidate. They may want to discuss such a decision with the Region Chair and their sponsor.

##### **6. Reporting back to the Service Body.**

The representative is supposed to report the matters discussed by the Assembly back to their service body. The report should also cover the Assembly workshops, as well as any ideas and goals for the future. The form of his report is up to the representative and their service body. Many representatives prepare written reports and present them during workshops.

##### **7. Hand your service to the next representative.**

Encourage your group to choose its next representative a year before your term is due to end. During that year, allow the person chosen to have a closer look at your work and assist them when their term begins.

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