

OVEREATERS ANONYMOUS REGION 9

Procedures Manual

JOB DESCRIPTION – SECRETARY – (Last Updated January 2011)

The job of Secretary of Region 9 involves:

Notifying

Notifying the information that comes to the Region 9 office from all groups, IGs, or individual members within Region 9 to Region 9 members, groups, IGs and NSBs. (It's very important to have well informed members, groups, IGs, NSBs within Region 9).

Notifying all information that comes to the Region 9 office from WSO, OA BOT and other Regions to Region 9 member groups, IGs and NSBs.

Sending at the beginning of the year a "Region 9 Translation Assistance Application Form" for financial help to translate or publish OA literature to all Service Bodies and registered unaffiliated groups within Region 9.

Notification of the Assembly

The Region 9 Chair will send the invitation to the Secretary who will notify the region 9 Assembly to all service bodies 6 months prior to the Assembly by email or by regular mail and by announcement on the Region 9 website.

The secretary will add to the Chair's invitation mailing different forms: registration forms for the Board, the committee Chairs, the representatives and visitors (there's not a form for visitors right now). The Delegate Assistance Application Form for representatives to attend region 9 Assembly will be added to the mailing.

Receiving the registration forms for the Region 9 Assembly 75 days before the Assembly and make a list of the attendants.

Region 9 Assembly Material

Compiling the board, the Trustee's and Committee's Chair reports, the Assembly Agenda, Region 9 Assembly Ground Rules, statement of purpose, past years Minutes, motions and amendments, the draft budget for next year, a list of the Assembly attendants and all the relevant material for the

Region 9 Assembly (included the deadlines for each part), and sending them to the Region 9 Board, Committee Chairs (not representatives), NSB/LSB representatives, IG representatives and registered visitors attending the Assembly, 60 days prior to the Assembly. The Assembly material is to be sent by email or regular mail and the Secretary has to see to that all material except the list of attendants is put on Region 9 website.

To list the countries in Region 9 and record their attendance to accumulate information about countries that attend or not attend. This register will include Region 9 countries, details of IG's in each country and the current number of groups and also including details of when the service body was represented at Region Assembly. The register will be sent out with the Assembly Material.

Minutes of the Assembly

Taking the Minutes of the Region 9 assembly, writing them up and sending them to the minute's approval committee elected for that Assembly.

Forwarding approved minutes to all participants of the Assembly, unaffiliated groups in Region 9 and Service Bodies that have not sent a representative, by email when possible or by regular mail when not, 45 days after the Assembly. Forwarding the Revised Bylaws and Principles & Procedures together with the Minutes. Send the approved minutes to the EC-Communication Chair for posting on the Region 9 website.

Maintenance and updating

Maintaining the Assembly Material Binders and the Assembly Minutes of the past Assemblies.

Keeping and updating an emailing list of email addresses of all Region 9 member groups, IG and NSB, if no email address available keeping and updating a list with current addresses. Sending this out to new board members. Contacting the WSO to stay updated (contact with WSO every three months app./on a regular basis).

Communication

Answering all the emails, trying to find solutions to the problems by contacting more qualified members or people at WSO, finding addresses for people that want to travel or write to somebody, looking for sponsors if asked (not very successful though), and do whatever possible to have all Region 9 members at the distance of a "click".

Sending reminders.

Liasing with the other Region 9 Board members (Chair, Treasurer & Banker)

Staying in close contact with the Chair of the Electronics Communication Committee (ECC) and together keep the information on the Region 9 website updated. Making sure anonymity is safeguarded on our Region 9 website (together with the Chair of ECC). Putting information on the website or helping the Chair of the ECC with this and making sure this information only comes from registered Service Bodies and Groups within OA.

Region 9 Newsletter

Making the Region 9 Newsletter, sending it to all Region 9 contacts and to the EC- Committee Chair for posting on the website.