

## Pre Region 9 Assembly & Convention Newsletter

**We will be electing various officers and committee chairs - Here is A SHORTENED VERSION OF REGION 9 SERVICE POSITIONS & RESPONSIBILITIES:**

**REGION 9 REPRESENTATIVE - JOB DESCRIPTION...**A Region 9 Representative is an OA member chosen by an Intergroup/NSB/LSB/unaffiliated group meeting within Region 9 to be its representative during the Region 9 Assembly (preferably a 2 - 3 year term), and to carry out all the associated tasks of a liaison between the Assembly and the represented group.

- Register for the Region 9 Assembly/Convention; Book Hotel Accommodation and Travel Arrangements
- Receive and review the Assembly Materials Binder before the Assembly
- Join one of the Region 9 Committees and continue work throughout the year
- Attend all business sessions of the Assembly in order to vote and participate
- Come forward as candidate in elections for members of Region 9 Board and Committee Chairs

**REGION 9 CHAIR - JOB DESCRIPTION...**The Region 9 Chair communicates the goal for our Region in carrying the OA message.

- Establish the Region 9 Assembly Agenda and chair the Region 9 Assembly meetings
- Communicating with Region 9 Board members, committee chairs, WSO, and other Region Chairs
- Attend WSBC and 3 Region Chairs Committee Meetings as Region 9 Chair
- Be an active member of the Region Chairs Committee; sending out new information; answering emails

**REGION 9 SECRETARY - JOB DESCRIPTION...**Relaying all information from groups/IG's/individual members/WSO/OA BOT/ and other Regions to Region 9 members, groups, IG's, and NSB's. Making the Region 9 Newsletter.

- Sending out a "Region 9 Translation Assistance Application Form"
- Notification of the Region 9 Assembly, along with the "Delegate Assistance Form"
- Compiling the Region 9 Assembly Material and taking the Minutes of the Assembly
- Staying in close contact with the Chair of the Electronics Communication Committee (ECC) and together keep the information on the Region 9 website updated

**REGION 9 TREASURER - JOB DESCRIPTION...**In charge of Region 9 money and contact with Region 9 Chair, Secretary, and Banker.

- Prepare and present a draft budget for Region 9 Assembly and Chair the Finance Committee
- Pass on information regarding Tradition 7, Delegate Assistance Funds, Translation Assistance Funds
- At Assembly, collect registration fees, other contributions, and pay for Delegate Assistance

**REGION 9 COMMITTEE CHAIRS - JOB DESCRIPTION MISC DETAILS CURRENTLY BEING UNDERTAKEN (future activity would depend on the committee decisions)..**

- **BYLAWS** - updating the Region 9 Bylaws and P&P; bringing forth Bylaw Amendments and New Business Motions for Region 9 Assembly. Liaise with Chair on these matters.
- **TRANSLATIONS** - updating the Glossary List and Translation Inventory List; connecting different countries in Region 9 who speak the same language to work together on translations.
- **PUBLIC INFORMATION** - passing on information on how and what to say/do with newspaper contacts, to help get the OA message across.
- **TWELFTH-STEP-WITHIN** - upkeep of the Region 9 Sponsor List; gathering information of communication between Region 9 Countries with those Region 9 Countries not present at Region 9 A&C; reminders of OA International Dates through emails and our OA Region 9 Website (working with Secretary and ECC); putting more "Ideas That Work" in the OA Region 9 Website
- **ELECTRONIC COMMUNICATIONS** - responsible for the Region 9 Website : all downloaded files in pdf format; sub-pages created on the "Service" page including "Job Descriptions"; pages added (Newsletters; Materials, Contact Us); Region 9 Sponsor List information; working along with the Region 9 Secretary
- **FINANCE** - work on Region 9 Budget for Region 9 Assembly and various aspects of R9 finances throughout the year. Liaise with other members of the committee as well as the banker.

**REGION 9 BANKER - JOB DESCRIPTION...**

- Receive cheques for contributions and pay into bank.
- Pay out expenses for R9 - by cheque or bank transfer.
- Liaise with R9 Treasurer and Board.

Issue 8  
Oct 2011

OA Region 9



[www.oaregion9.org](http://www.oaregion9.org)

### **Region 9 Board and Committee Chairs**

*Trustee* - Esti from Israel  
*Chair* - Stella from the UK  
*Secretary* - Karolina from Sweden  
*Treasurer* - Isabella from Sweden  
*Banker* - Alison from the UK  
*Electronic Communications Chair* - Sabine from the UK  
*12<sup>th</sup> Step Within Committee Chair* - Susan from Israel  
*Bylaws Committee Chair* - Joanna from the UK  
*Translation Committee Chair* - Loes from the Netherlands  
*Public Information Committee Chair* - Isabel from Austria

[Region 9 Assembly  
23 – 25 Nov 2011  
followed by a  
Convention  
25 – 27 Nov 2011](#)

### **Belgium**

[Visit the R9 website for  
the latest booking form  
and mark in your diary.](#)

**WSBC Delegate Support  
Fund - applications to  
WSO by 1<sup>st</sup> November.**

If your service body wants to attend WSBC in 2012 - you need to apply now. Go to [www.oa.org](http://www.oa.org) under Documents - Service Body Support and download the form Delegate Support Fund Application.

Do join us - you are sure to enhance your recovery, have fun and also support our wonderful fellowship in the process.