

OVEREATERS ANONYMOUS REGION 9 Procedures Manual JOB DESCRIPTION – SECRETARY – (Updated November 2014)

The job of Region 9 Secretary involves:

Emailing information that comes to the Region 9 office from the Region 9 Board, 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, and NSBs within Region 9).

Emailing information that comes to the Region 9 office from WSO, OA BOT and other Regions to Region 9 members, groups, IGs and NSBs 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 and by announcement on the Region 9 website.

Included with the Assembly Notification -

Registration forms for the Board, the Committee Chairs, the Representatives and visitors.

The Representative Assistance Application Form for representatives to attend Region 9 Assembly will also 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 Binder 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, and sending them to the Region 9 Board, Committee Chairs (who are not representing a service body), NSB/LSB representatives, IG representatives and registered visitors attending the Assembly, 60 days prior to the Assembly. The Assembly Binder Material is to be sent by email 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 Binder Material.

Minutes of the Assembly -

Taking the Minutes of the Region 9 Assembly, writing them up and sending them to the Minutes Approval Committee elected for that Assembly.

Forwarding approved Minutes to all participants of the Assembly by email, 45 days after the Assembly. Forwarding the Revised Bylaws and Policies & Procedures together with the Minutes. Responsible for it being posted 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, IGs and

NSBs, if no email address available keeping and updating a list with current addresses. Contacting the WSO to stay updated (contact with WSO every three months app./on a regular basis).

The Secretary is responsible for updating other R9 documents -
Periodically check and update various R9 documents (example: Vital Link).

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 who want to travel.

Sending reminders.

Liasing with the other Region 9 Board members (Chair, Treasurer, Trustee) (& Banker, who is not a Board member).

Work close with R9 Chair on decisions of what to be put on the website -

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 -

Send it to all Region 9 contacts and to the ECC Chair for posting on the website.