



OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

OVEREATERS ANONYMOUS  
REGION NINE ASSEMBLY

POLICIES AND PROCEDURES

A SUMMARY OF CONTINUING EFFECT MOTIONS

*Embrace the similarities  
Love the differences  
In all our affairs*

1983 – 2014

(Re-organized 2008)

*ADOPTED BY REGION NINE ASSEMBLY OF*

*OVEREATERS ANONYMOUS*



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REGION NINE POLICIES AND PROCEDURES MANUAL  
A SUMMARY OF CONTINUING EFFECT MOTIONS

The Region Nine Policies and Procedures Manual is arranged in topics as follows and the sub-topic of each motion is capitalized for ease of understanding. This is then followed by a list of continuing effect motions which are listed in chronological order.

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## I ASSEMBLY

### STATEMENT OF PURPOSE

The primary purpose of the Region 9 Assembly is the same as that of all OA service – to carry the OA message to the still suffering compulsive overeaters, wherever they live and whatever language they speak. In fulfilling our purpose, we should ever strive to achieve worldwide OA unity and common policies among all countries. With love and tolerance as our code, together we can do what we could never do alone. (1983a)

### DURATION OF ASSEMBLY

That Assembly be extended to two full days. (1989b)

### DESCRIPTION

Motion to call the European Service meeting, the R9 European Service meeting agreed (1991m) REGISTRATION FORMS

Move that Region 9 adopts the following forms:

1. Officer and Committee Chairs
2. Representative Registration.

(1995m)

### ORIENTATION SESSION

At each Assembly there will be an orientation session. The aim being to give representatives (particularly first time representatives) a general overview of the processes of the Assembly. (1997a)

### LOCATION & ELECTION OF ASSEMBLY

The annual Region 9 Assembly will be held within Region Nine. (1999b)

The hosting service body for the regional Assembly and Convention shall be elected two years prior to running the event. (2009b)

### REGISTRATION FEE FOR ASSEMBLY

Move to charge 50€/£33 or equivalent registration fee for the Region Nine Assembly, payable upon registration at the Assembly. (2006d)

### BYLAWS

That representatives are asked to bring their own copies of Bylaws to Assembly. (1989a)

### REPRESENTATIVE ADDRESSES ON ASSEMBLY MINUTES

Addresses are to be provided on the contact list attached to the assembly minutes. Any person not willing to have their address published, should advise the secretary at the Assembly, who will not publish their address.(1999a)

### VITAL LINK

Move to approve the newly revised R9 Vital Link. (2004a)

### AUTOMATIC REMOVAL OF OUTDATED POLICIES

Automatically remove outdated or completed Region 9 Assembly policies from the Policies and Procedure manual (2006a)

### LIAISON WITH SERVICE BODIES NOT REPRESENTED AT ASSEMBLY

The Assembly will divide up the list of IGs and NSBs not represented at the Assembly amongst the representatives who are in attendance at the assembly. Each representative will be responsible for undertaking liaison activity with the SB they have adopted. Each representative will then submit a written report to the Region 9 12th Step Within Committee within 6 months of the Assembly (2014g). The 12th Step Within Committee will then log these responses and continue to try to encourage contact with service bodies not represented at assembly (2010a).

### ORGANISATION OF THE P&P MANUAL

The P&P shall be organised with a table of contents followed by the various detailed motions in relevant Region 9 topics / sections and then finalised with a list of detailed motions in chronological order. (2008a)

### EMERGENCY NEW BUSINESS

In order to qualify as emergency new business any motion must be:

- a) Referring to new business only and not addressing the same issues as other motions brought to the current Assembly;
- b) Of an urgent nature so that not considering the motion immediately would be harmful to the welfare of OA as a whole. (2009d)

### REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS

The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergroups



each country and the current number of groups, also including details of when the Service Body was represented at Region 9 Assembly. (2010b)

#### REGION 9 TRANSLATIONS LIST TO BE INCLUDED IN ASSEMBLY MATERIALS.

The Assembly Materials of Region 9 are to include a Translations List of Region 9 with details of OA Literature and which languages they have been published in or are being worked on in order for them to be published. (2012n)

#### PROCEDURES AND SUGGESTIONS FOR HOSTING REGION 9 ASSEMBLY AND CONVENTION (2013a)

To adopt into the Region 9 P & P Manual the document circulated at 2010 Region 9 Assembly (since amended and updated) entitled “Overeaters Anonymous Region 9 – PROCEDURES AND SUGGESTIONS FOR HOSTING REGION 9 ASSEMBLY AND CONVENTION” (2013a)

## II BOARD POSITIONS, AND DUTIES

Move to adopt the following

JOB DESCRIPTIONS FOR BOARD AND COMMITTEE CHAIRS as part of our Regional policy and procedure.

The R9 Board and Committees need be mindful that the authority for their actions lies within the decisions agreed upon in previous years as contained within the current R9 Bylaws and P&P. Any deviation from these decisions must be brought via a motion and the Assembly of R9 before any action is taken. At all times transparency needs to be uppermost in our minds and actions (2013n).

#### CHAIRPERSON:

The Chairperson is elected by the Region 9 Assembly for a period of two years and fills a variety of duties:

- Chairs the R9 business assemblies, including preparation of the Agenda
- Communicates with the different R9 officers and committees during the year
- Attends functions within the Region, where budget allows, or at the expense of the country hosting the OA event (2013b).
- Represents R9 at the World Service level, including at the WSBC
- Represents R9 in the Board of Trustees Intergroup and Region committee (IGAR)
- Participates in the Region Chairs Committee (RCC), and attends RCC face-to-face meetings when possible (2013g)
- Works with the R9 Trustee on some of the issues directly concerning the Region
- Chairs the R9 Board
- Is responsible for ensuring that the Assembly invitation and associated necessary documents are sent to all registered service bodies and officers of Region 9. An Officer Nomination form is sent to each Intergroup and Representative in an election year
- A bid form for hosting a R9 Assembly to Intergroups and Representatives on election year
- Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9 (2012r)

#### TREASURER:

The Treasurer is elected by the Region 9 Assembly for a period of two years and fills a variety of duties:

- Chairs R9's Budget and Finance committee
- Prepares an annual budget for approval of the assembly
- Maintains records of all Income and expenses incurred by the different activities in the Region
- Provide an annual report of all contributions received, as well as income and expense- Maintains the R9 bank account and records of monies kept by different functions in other countries (satellite banking)
- Serves on the R9 Board (1999h)
- Liaises with the Accountant, signatories and the Banker as necessary
- Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9 (2012m)

#### BANKER

The Region 9 Banker is not a Board position, but is a Region 9 member from Great Britain who is elected by the Region 9 Assembly if the Region 9 Treasurer is not from Great Britain for a two year term in line with the Treasurers term.

The roles the Banker undertakes can be undertaken by the Region 9 Treasurer if they are living in Great Britain.

The Banker's service is overseen by the Region 9 Treasurer and works in conjunction with the Treasurer. The Banker receives all 7th Tradition Contributions, and sends out receipts in reply (usually by email) and at the same time copies in the treasurer. Arranges cheques to be signed and forwarded to the registered Region 9 bank account signatories. Is ideally a signatory for the Region 9 bank account. Maintains a list of all incoming and outgoing financial transactions



of the bank account and sends this to the Region 9 Chair and Treasurer monthly. Carries out duties on behalf of the Treasurer. Receives, maintains and reconciles the bank statement and ensures the Region 9 Chair, Treasurer and Accountant receive a copy monthly. (2012o) (2013m)

SECRETARY: The main responsibilities of the Secretary are to produce and email minutes of all Region 9 Assemblies, and maintain updated listing of R9 Intergroups and National/Language Service Boards (2014h).

The procedure for this is as follows:

#### MINUTES OF THE ASSEMBLY:

1. The Chair will send out an agenda prior to the Assembly, and will include reminders to all Officers and presenters of topics to bring with them to Assembly a written report for inclusion with the minutes.
2. A recording device may be used if required.
3. At the R9 Assembly, the Secretary needs to collect copies of all reports to be included with the minutes. It is also necessary that all motions are given to the Secretary in writing. It is important to record the name of the proposer and seconder, and the count of the voting on each motion.
4. The time scale for producing the minutes is short, and it is helpful to have copies of all paperwork to be included with the minutes in your possession, when coming home from the assembly, to ensure the minutes are distributed in the timescale set out in the bylaws.
5. Please see the ground rules for current wording for Minutes Approval Committee. Email the draft minutes to the R9 chair and the Minutes Approval Committee to check. Once any amendments are made and the Chair and MAC have agreed them all, then the minutes can be distributed. The minutes will include all reports and revised copies of the R9 Bylaws and P&P Manuals if possible.
6. The minutes are then distributed to all registered service bodies in R9 and to those members present at the Assembly by email (2013p). A copy is also posted to the website. (2012p)

#### UPDATE OF LISTS

Another duty for the Secretary is to see that an up to date list of all R9 Intergroups and National/Language Service Boards is emailed periodically to each R9 officer. This is compiled from information which the Intergroups may send directly to the Secretary and also from the information which the World Service Office sends directly to the Secretary. The World Service Office will send a list of all Intergroups and meetings in R9 to the Secretary periodically, as well as all enquiry letters they may have received. The letters are forwarded to the Outreach chair who will send off letters welcoming new meetings. It is helpful for the Secretary to inform the R9 Trustee or Chair of new Intergroups forming in the Region. It is useful to keep in contact with the R9 Chair on a regular basis. (1999h)

Move that reports and documents be delivered to the registered representatives prior to Assembly. (2002h)

Addresses are to be provided on the contact list attached to the assembly minutes. Any person not willing to have their address published, should advise the secretary at the Assembly, who will not publish their address. (1999a)

Move to adopt the Region 9 Minutes to a manageable size. The Region 9 Minutes will contain: Date/Time and place of Region 9 Assembly, names of Officers, number of representatives present, record of action taken on the minutes of the previous meeting, the exact wording of each motion as it was voted on, and whether it passed or failed, the maker's name. If the vote counted, the count should be included. Any notice given at the meeting. Points of order and appeals, and Committee reports. A note that the revised version of Region 9 Bylaws and P & P can be obtained from the Region 9 web site or can be requested from the Region 9 secretary. To avoid confusing the Minutes with other Region 9 Assembly materials, they will be called Region 9 Minutes. (2005a)

#### UPDATING OF OTHER R9 DOCUMENTS

The Secretary will periodically check and update various R9 documents e.g. Vital Link, where necessary.

#### WORKSHOPS

Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9. (2012p)

#### TRUSTEE

Motion adopted for proposal as an amendment to WSBC bylaws "An applicant for R9 Trustee shall live in R9 and also have at least one year's service on the board or committee level of the R9 assembly." (1991k)

#### PARLIAMENTARIAN

The Parliamentarian is appointed by the R9 Chair to assist the Chair at the R9 Assembly in the smooth running of the business. The Parliamentarian has no opinion on any of the issues under debate but will help to guide the Chair and representatives present of Robert's Rules of Order, the R9 Bylaws, Ground Rules and Traditions. The costs of travel and accommodation are to be agreed in the budget of the year prior. (2012a)



## REGION 9 REPRESENTATIVE

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, 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.

1. According to the Region 9 Bylaws Article IV, Section 2f and Section 2(II)c, a representative of an unaffiliated group may be granted a voice and even a vote if and only if this is approved by the majority of the Assembly.

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. 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 and Finance, Public Information (2012b), Bylaws, Electronic Communications, Literature and Translations, (2012q) 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 this 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. (2010d)



### III REGION 9 COMMITTEES

#### COMMITTEES RELEVANT FOR REGION 9

The following committees will operate: Budget and Finance, Bylaws, Electronic Communications, Literature and Translations. (2012q), Twelfth Step Within (2008j), Public Information. (2012b)

#### LITERATURE AND TRANSLATIONS COMMITTEE (2012q)

Will be the centre for information flow about translation and printing of OA material, both for matters of policy and of process. (1997b)

#### ELECTRONIC COMMUNICATIONS

Will be the centre for information flow about electronic communications, both for matters of policy and of process. (1997b)

#### TWELFTH STEP WITHIN

The purpose of this committee is to offer support and guidance to new and existing groups and service bodies. (2008j)

#### PUBLIC INFORMATION

Will help OA groups and service bodies to spread the word about OA's programme of recovery to professionals, media and the public through attraction not promotion in the area covered by Region 9

#### BUDGET AND FINANCE

Will deal with all financial and budgeting matters relating to OA R9

#### BYLAWS

Will maintain and update the R9 bylaws and the Policy and Procedure manual, will assist in wording and review all bylaw amendments and new business motions that are to be presented to the assembly. (2012c)

The Chairperson of the Bylaws Committee is elected at the R9 Assembly and serves for a period of two years with the option of being re-elected for a further two years. The duties would include:

- Chairing committee meetings and reporting back to the R9 Assembly and Board when appropriate
- Ensuring that the Secretary gets written Bylaw reports at the beginning and end of Assembly
- After the revised Bylaws and P & P Manual have been checked, furnishing the Chair, Secretary, Treasurer and Web Committee Chair with an electronic of the up-dated Bylaws and Policy & Procedure Manual in time to have these available on the web site at the same time as the minutes of the Assembly (in accordance with Region 9 Bylaws Art VII S2 Duties 2 – within 45 days of the Assembly). (2008h)
- Sending a printed copy of all proposed Bylaw Amendments to the Chair of the Board to be included in the mailing with the Agenda for Assembly
- Gathering an active committee to work throughout the year, reviewing the Bylaws and preparing new or revised motions where necessary. These members may be from anywhere within R9 but it is vitally important to encourage people from the Chair's local Intergroup who will be at hand to do the practical work
- To update the P&P Manual annually. While updating the manual make any spelling, punctuation or grammatical corrections as necessary so that the intent of the policy is unchanged.

To ensure that the layout of the document is consistent and clear. (2008g)

It is helpful to remember that when the Chairperson presents amendments she/he will have to defend them and so it can be helpful to have notes from the committee as to intent - one may not always remember why the committee selected a particular wording. (1999h)

#### TRUSTEE

Motion adopted for proposal as an amendment to WSBC bylaws "An applicant for R9 trustee shall live in R9 and also have at least one year's service on the board or committee level of the R9 assembly." (1991k)

#### SUPPORT OF COMMITTEE CHAIRS

Move that a "Buddy" system be brought into place for committee chairs to support each other in the work they have undertaken for the year. (2002b)

### IV REGION 9 TRANSLATIONS

#### ASSEMBLY ASSISTANCE WITH TRANSLATIONS

The R9 Assembly will assist the Service Boards within Region 9 by helping with any necessary legal work for getting translated literature approved by the WSO. At the assembly; the Literature and Translations committee (2012q) and/or Region 9 Trustee will assist with filling in and explaining the licensing agreement forms to get



translated literature approved. (2008k)

Each year at the Assembly we will set aside time in the agenda for issues regarding translating literature. This may include a workshop and/or assisting with questions regarding translating literature, understanding the different licensing agreement forms, filling in licensing agreement forms, copyright-issues and other issues related to translating literature. (2008n)

We encourage each non English speaking country to translate at least one piece of literature each year. (2012d)

## TRANSLATIONS GUIDELINES

The Translation guidelines submitted by the R9 Literature and Translations committee (2012q) in 1999 and updated in 2002 and approved in 2005 have now been rescinded and R9 will now refer to the document 'OA GUIDELINES – TRANSLATION GUIDELINES FOR OA LITERATURE' which is available on the [www.oa.org](http://www.oa.org) website for the worldwide fellowship of OA (2011b)

## V FINANCE AND BUDGET

### **FINANCE & BUDGET COMMITTEE STATEMENT OF PURPOSE**

OA REGION 9 POLICIES & PROCEDURES extracts:- III REGION 9 COMMITTEES BUDGET AND FINANCE  
Will deal with all financial and budgeting matters relating to OA R9.

The Statement of Purpose of the OA R9 Finance and Budget Committee is to consider the regions financial matters, having regard to the fact that Region 9 ought to be fully self-supporting and that the region's assembly is reliably informed so as to make the best decisions in using its funds efficiently to carry the message within the region and also consider OA as a whole and thus to contribute an adequate amount to our WSO.

The Committee will act within all of the OA Traditions as well as act with integrity and transparency. The R9 Board needs to be aware of the contents of this manual and various financial policies so that where it affects their role, they can act accordingly.

The Treasurer, together with the Finance and Budget Committee will comply with the policies set out in the attached manual and update it as appropriate.

The sections of the manual are as follows:-

- A) TREASURER DETAILED JOB DESCRIPTION
- B) BANKER DETAILED JOB DESCRIPTION
- C) REGION 9 BOARD MEMBERS REIMBURSEMENT
- D) FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO R9 ASSEMBLY
- E) FINANCIAL ASSISTANCE FROM TRANSLATION / PROJECTS FUND
- F) ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK FINANCIALLY IN R9
- G) REIMBURSEMENT OF EXPENSES PROCEDURES AND POLICIES AGREED
- H) FUND RAISING PRODUCT
- I) STANDARD EXPENSES FORM
- J) STANDARD LETTER OF RECEIPT FOR CONTRIBUTIONS
- K) CHARITY COMMISSION REGISTRATION
- L) FINANCIAL ARCHIVES
- M) MISC. POLICIES
- N) A DAY IN THE LIFE OF R9 TREASURER / BANKER (2014e)

### **BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2014)**

#### **A) TREASURER DETAILED JOB DESCRIPTION & HAND OVER INFORMATION - (Last Updated SEP 2014)**





Refer to the OA REGION 9 POLICIES & PROCEDURES II BOARD POSITIONS AND DUTIES and in particular the summarised duties of the Treasurer & Banker.

The more specific detailed duties of Treasurer (where the treasurer resides in the UK) are as follows:-

\* Operating the accounts:

- writing cheques & prepare bank transfers (to other board members, hotels, etc.)
- banking money
- transferring funds between bank accounts as necessary
- amalgamating or opening bank accounts as the fellowship requests.
- prepare a suggested draft budget for the year for inclusion in the R9 Assembly materials, consideration by Finance and Budget Committee at the Region 9 Assembly and then the Region 9 Assembly itself. A suggested budget should be done for the year ahead so that the assembly can vote ahead of decisions and then if necessary revisited at the assembly within the year in question.
- keeping account workbook on excel (The current excel workbook can be replaced with an equivalent electronic 'package' that is universally accepted and can give the appropriate output by way of accounts and budget for the assembly i.e. the keeping of R9 Financial Records in electronic form. Where this happens – in the job description that follows where it reads or refers to 'excel workbook' – it can be accepted that this refers to R9 Financial Records in electronic form) : tallying income, expenditure and balance.
- balancing the records with the bank statements.

\* Liaising with / writing to the accountant for the end of year accounts review.

\* Collecting receipts and claim forms.

\* Deal with the claim forms for Chair to attend Region Chairs Committee Meetings (RCC Meetings)

\* Storing the accounts records for the last 6 years.

\* Liaising with the bank.

\* Communicating with the fellowship as a whole regarding Tradition 7, etc.

\* Participating in Finance & Budget committee during the year and at the Region 9 Assembly.

\* Participate and work with the R9 Board and be the liaison person between the Finance & Budget Committee & the R9 Board

\* Writing a written report and completing the accounts (in the established format in Section G and showing actual in comparison to budget in good time to be submitted to the 'reviewing' accountant and the secretary for inclusion in the 'Materials' Binder for sending out prior to the Region 9 Assembly.

Note : - a) Refer to deadlines set, b) Refer to the instructions given in the excel workbook for the completion of accounts. Where the treasurer is unable to prepare accounts – liaise with accountant and give sufficient information so as to enable the accountant to prepare accounts on our behalf in the appropriate format in G

\* Preparing a list of contributions for the year (as per the established format in Section G) to be included with the accounts for the assembly as mentioned above.

\* Facilitate service, traditions and concepts workshops as appropriate.



## **HANDOVER SHEET – THINGS YOU MUST KNOW –**

### **Items you will need and that are on file / or in the various computer folders:-**

1. Bank Accounts Spreadsheet (which includes various pages of workings – see the excel workbook)
  2. Contributions List
  3. Sample Thank You / Receipt Letter as per example
  4. Budget set at Region 9 Assembly with detail codes on line items
  5. Annual Letter to Fellowship for Appeal
  6. Sample Expense Claim Form – General (Change the address at the bottom to yours)
  7. Sample Expense Claim Form – Chairs Travel (Change the address at the bottom to yours)
  8. R9 Financial Assistance for Regional Assembly – Application
  9. R9 Translation/ Projects Assistance Application
  10. Sample Region 9 Assembly Report
- Have a Book of 1<sup>st</sup> and 2<sup>nd</sup> class stamps (however, these are needed less & less these days as we use email wherever we can)
  - Use OA Region 9 ‘Headed’ Paper – there is one on draft electronically – you will need to alter the address at the bottom to your own address as Treasurer.
  - Our Financial Year for Region 9 runs 1 June – 31 May
  - **BACK UP DATA REGULARLY FROM THE COMPUTER.**

**Bank**

**Treasurer / Banker – if appropriate.**

**Questions the Bank may ask in order to verify you are valid**

**Bank Accounts Numbers**

**For security purposes details of the Bank and branch, Questions the Bank may ask & Bank Account Numbers are available from the R9**



### **Things to do as a new treasurer**

- Familiarize yourself with the job description & various spreadsheets and discuss these with the outgoing treasurer. Read the Bylaws, P & P and this manual – have the latest copy on file. Work with the Chair & Secretary to update the ‘dates’ deadlines for treasurer.
- Change signatures – use forms (company mandate) (Authorized Signatures), (new participant id details – 1 per new signature) (Note There may be new references to these forms so they are not written here).
- Set yourself up to access accounts on telephone and online. Currently the GBP Current Account and Bonus Saver can be accessed via telephone and online. The Euro Current Account can be accessed via telephone but not online.
- Letter to bank requesting an address change for the bank statements (needs signatures)
- Send letter to fellowship introducing yourself (give them your name and address for contributions and tell them what we discussed at Region 9 Assembly re finances)
- Read the Translations Guidelines as issued by WSO (they are usually on the website).

### **Timing of treasurer tasks**

- Monthly and during the month – receive contributions, prepare receipt letters & send out (by email if possible), pay expenses as claimed, update excel spreadsheet with details of these receipts & payments and file ‘vouchers’ on the Income & Expenditure File. Note Keep a separate folder within Region 9 records on the computer for ‘Receipts’ and then sub folders to this that hold the Receipts for the various Financial Years – if you give each receipt the next number – the computer will list these in the order of that number.
- Analyse the Income & Expenditure as you go along – refer to the instructions on the excel workbook.
- Annually – Prepare a set of accounts (or facilitate the accountant to do so) - Income & Expenditure Account, Balance Sheet & Notes as well as a detailed list of Contributions for the Year Ended 31 May just ended. – Do this as early in June as possible – the time before the Assembly will go quickly. Note If you complete the excel workbook accurately and understand how it works it will do the bulk of this for you – but you will need to code items in line with the budget and check various balances, etc. Just before the year end, send an email to the board and the committee chairs and ask if there are any pending items due for payment. Pay anything due before the year end. You will need to consider though whether there are any expenses that have been paid in the current year for next financial year (e.g. Chairs Flight costs for RCC meetings in the following year) or whether there are any outstanding costs that are still to be paid but which are for this current financial year. These will need to be adjusted for in the accounts and the accountant will help you with this but you will need to let the accountant know which of these apply. The accounts you have prepared will need to be copied onto a PDF document before being sent to the secretary for inclusion in the Assembly binder.
- Prepare a written report for which will accompany those accounts and which reviews and interprets them. Highlight items you think are important, including how the figures look in relation to the budget and how R9 finances ‘fit’ into those of other regions / WSO if possible. Make as much information as possible available to the assembly so that they can make informed group conscience decisions.
- Send the accounts spreadsheets and workings electronically to the accountant. Ask if they need any further information – they may want a copy of the closing bank statements and perhaps a copy of one or two expense claims or receipts. You can photocopy these and send them to them or scan and send by email. (The accountant will now review the records you have given them and prepare a set of accounts in a slightly different format – they will send you these accounts just before the assembly – but you will have to liaise with the accountant in the mean - time to ensure that you have the report in your possession when you attend the assembly). The accounts in columned form prepared from the excel sheets is fine – accountants just use a slightly different format. You will want to report to the Assembly that the accounts have been reviewed by the accountant.
- December 1st – send reminder to service bodies that they can apply for Translation/ Projects fund assistance – attach form with email / letter (via secretary)
- February 1st – deadline for Translation/ Projects fund Application forms to be sent to you as Region 9 Treasurer.
- April – email rest of Region 9 Board with suggestions as to how the Translation / Projects Fund should be used and with the board decide on which service bodies should receive assistance.  
Email board and committee chairs and remind them to claim any expenses due asap so they can be paid before the



year end.

- May – make sure you pay all relevant costs for the current financial year including Translation / Projects Assistance & Chairs Travel expenses.
- June - email rest of Region 9 Board and with them decide on which representatives receives assistance with costs of transport etc to Assembly.

Note :- – Receive all the applications yourself as treasurer – print off and review for – budget agreed, amount claimed by each service body, distance to travel, those that have not attended the Region 9 Assembly before, date of claim, and whether the service body has included a copy of their current financial position. Summarize the claims received in note form at the bottom of the ‘Representative Assistance for Attendance at Assembly / Convention form’ and make a note of the total amount claimed by all applicants. Review the budget for the year and include that total in that note at the bottom of that sheet.

Consider who should be assisted and who should not.

Email the Chair & Secretary and attach – all applications together with current financial positions and the updated ‘Representative Assistance for Attendance at Assembly / Convention form’ in good time for consideration by the board and the deadline. Suggest in your email who should be paid for and who not – in the light of what we have agreed as a fellowship in terms of priority.

Discuss and then confirm agreement with the Chair & Secretary and then write to the applicants with the standard letter as appropriate (positive / negative response) – see standard letter.

These standard letters need to be sent out in good time.

- July - Prepare suggested ‘base’ budget for the next Financial Year beginning 1<sup>st</sup> Jun and include with information to be sent to secretary for inclusion in Assembly ‘Materials Binder’ (Use the prior Years Income & Expenditure Account as a guide and ask Chair & Secretary for any unusual factors that have to be taken account of). See the workbook in excel about this.

Revisit the budget (set previously) for the current year and consider if any adjustments should be made and make appropriate recommendations for inclusion in the assembly materials.

- Assembly – Transfer the suggested ‘base’ budget as prepared previously for the next year and the one for the current year onto two large flip charts and display throughout the Assembly. These will be used as an aid memoir during the presentation of the draft budget and is very useful for members to review during the assembly and assists their understanding.
- Assembly - At the Board meeting get accounts from accountant signed by Chair & sign yourself as appropriate.
- October / After the Assembly – send the signed accounts off to the accountant – they will sign their own report and send them back to you – file the signed accounts in the Region 9 Permanent Notes file in the appropriate section ‘Final Accounts’
- October / After the Assembly - Send Introductory Appeal letter via secretary to all Region 9 contacts (this will be translated into other languages) – this explains who you are (if new treasurer) and a summary of decisions that the assembly has made regarding the R9 finances.

### Accounts Review

- All Receipts / Bills etc. Must be kept for 6 years

### Standing Bills & Costs / Contributions

- Accountant Annual Fee
- Send agreed contribution to WSO after Assembly and as appropriate during the year.
- Web Site Annual maintenance is payable to Global Gold for Web Hosting and Domain Reg. **This is payable annually – be careful not to miss this as we may lose our website address.**
- The Region Chair will claim for expenses for travel for each of the Region Chairs Meetings (RCC Meetings). These expenses will be claimed separately for each meeting (and sometimes there will be separate claims for flights etc.) and are:- Registration, Flight, Accommodation, Meals & Incidental Travel costs.  
There are three RCC Meetings – in a calendar year these are normally held –  
1<sup>st</sup> RCC is at the World Service Business Conference (WSBC) in April / May.



2<sup>nd</sup> RCC is held in Albuquerque in August (unless there is a World Convention when it will be held there).

3<sup>rd</sup> RCC is held at one of the other regions and moves around within those regions (it happens at the same time as that Regions Assembly) and is generally in the Autumn.

This is as per calendar year, but be mindful that within our Accounting Year of 1 Jun – 31 May the order normally follows 2<sup>nd</sup> RCC, 3<sup>rd</sup> RCC and the 1<sup>st</sup> RCC / WSBC.

#### **When you receive a contribution (cheque)**

- Prepare a thank you letter / receipt to the Group / Intergroup / National / Language Service Board and email where possible – sometimes you have to ‘hunt’ for an email address. – Refer to the Treasurer Contact List (which you must maintain), past records and email service bodies or the secretary. Keep copies of these letters in a Receipts Folder on the computer.
- Write up bank deposit slip – include group, date, amount on deposit stub
- Record amount in Income & Expenditure spreadsheet workbook (Cash Book).
- Deposit the money in the bank – they will date stamp it.
- Save any letters / bank notices etc. that come with the contribution in the Income File (file ‘upwards’ in date order). Reference it with the appropriate number.

#### **When you need to prepare a bank payment draft / write a cheque**

- Check & Validate expense claim forms which have the amount requested, why, who etc. Make sure receipts are attached wherever possible. Make sure the claim is in line with budget as set by the assembly minutes.
- Fill in the Treasurers section on the form with cheque number, date and who, currency etc.
- Prepare the bank transfer document – we currently use ‘Standard’ payments as these are the cheapest – you will need all bank details of member you want to pay by transfer – refer to prior forms already complete – especially important is the BIC code & the IBAN code – otherwise the bank may not pay out.
- Write the cheque – make sure update stub with who, when, why.
- Send the payment draft / cheque to the second signatory with a self-addressed and stamped envelope enclosed for its return to you.
- Record amount in Income & Expenditure (Cash Book) spreadsheet
- Send cheque and copy of expense form to person requesting payment / cheque / take the transfer document and proof of who you are to the bank. (I usually bring my passport but the staff do get to know you if you use the same branch)
- Save and file the form in the Expenditure File (file ‘upwards’ in date order). Reference it with the appropriate number.

#### **When you get the Bank Account Statements**

- Balance the current account and euro & the bonus saver account – statement to spreadsheet records.
- Make a note of the bank statement number that each transaction appears on in the excel sheets.
- File original of each statement in the bank statements file
- Monthly – scan the bank statements or download from the account online and send on to the Chair, Secretary & Trustee – this is an ‘audit’ check that the appropriate money is still in the bank!

#### **At the Assembly**

- Use a ‘Bum bag’ for the 7<sup>th</sup> Tradition i.e. keep the money on your person at all times
- If the Assembly is to be in a country in which you are not familiar with the currency – email the local members and ask for help from them during the assembly. – Ask whether they will be taking 7<sup>th</sup> tradition during the assembly / convention as well as registration. Ask whether they expect you to get involved with the 7<sup>th</sup> Tradition during the convention. – Normally the Registration & 7<sup>th</sup> Tradition from the Assembly is dealt with by the Region 9 Treasurer and then the Registration & 7<sup>th</sup> Tradition for the Convention is dealt with locally and any surplus after costs is then normally contributed to Region 9 at a later date. But this is not always the case – at some conventions in the past the 7<sup>th</sup> Tradition was passed to the treasurer after each meeting!



- Ask for help when counting the 7<sup>th</sup> Tradition – get 2 ‘local’ members to count the cash and then give you a written report of what was collected. – That way you don’t have to get involved with counting currency that you may not be familiar with while member are speaking to you and asking you questions about finance.
- Keep own funds completely separate so that you don’t confuse the two.
- Bring plenty of bank bags (plastic bags) with you.
- Bring a couple of bags to collect the 7<sup>th</sup> Tradition at the Assembly
- When someone gives you a piece of paper with cash – keep it in a ‘bank’ change bag separate i.e. so that you know what it is when you refer back to it. – You will be amazed at what you don’t remember when you return from the assembly!
- Use the ‘Treasurers Records Cash Book’ (hardback book) during the Assembly itself for recording receipts or registration etc – you will need to reconcile this with the cash you bank.
- Try to pass on the coinage as much as possible before you come home – exchange with local members for notes – this way you can bank easier when you get home and will lose less on exchange as well as making your bag lighter!
- Will need a calculator handy
- Will need small stapler
- Ask for flip chart / wipe board to present and work on budget
- R9 Board Assembly Costs & Representative Assistance – make sure you bring enough currency to pay for the R9 Board costs and the representative assistance applications as agreed with the rest of the Region 9 board earlier in the year (June / July).
- Make sure each R9 Board member & representative has summarized their claim on the standard claim form and attached legitimate receipts for travel, accommodation and food. List in the ‘Treasurer’s Records Cash Book’ the amounts as you pay them out in cash and ask the representative receiving the money to sign the standard claim form and the book as a receipt and confirmation that they have received the money.
- At the end of the Assembly / Convention - summarize at the bottom of the page - the monies at Assembly i.e. Registration Received,  
Contributions Received,  
Representative assistance paid out  
Chair / Secretary / Treasurer expenses paid out  
Etc – arriving at the amount to be paid into the bank.
- When you get home from the Assembly (or before you leave if you can) reconcile and count the funds in full. Photocopy the ‘Treasurers Records Cash Book’ (hardback book) pages you have filed in and use them as ‘vouchers’ to file on the Income & Expenditure file. Attach all receipts and pieces of paper to these photocopies on that file.  
Note :- When this book gets ‘full’, buy a replacement and put the ‘used’ one in the R9 Archives Box.  
Pay the money into the appropriate account and then record EACH BUDGET LINE ITEM in total (registrations, contributions, etc.) into the spreadsheet arriving at a net amount that will be credited to the bank with your amount that you paid in. (2014f)

#### REGION 9 FUNDS TO BE USED LOCALLY

In the event of an Intergroup having on hand funds raised for Region 9, these can, with permission, be used for Region 9 purposes in that country without going through central account.  
(1983d)

#### 1. R9 Board members’ reimbursement:

R9 board members are being reimbursed for travel expenses, accommodation and food when attending the R9 A&C and WSBC. Basically, every board member is encouraged to choose the least expensive way that works when it comes to travel/accommodation/food.

#### 1.1 R9 A&C:

The R9 assembly starts on a Wednesday afternoon and board members will be reimbursed for accommodation starting Wednesday night. However, when a board member has a long trip and maybe even a change of time zones, the board may decide, prior to the Assembly, to reimburse that member for an additional night (Tuesday night) in order to settle in properly. Food is usually included in the accommodation fee, however, if this is not the case, the board members



will be reimbursed for three meals a day.

1.1.1 A Representative acting as 'stand in' for one of the board members:

In case a board member (secretary or treasurer) cannot perform their duties at the R9 assembly, a representative will be asked to step in. If the representative in question does not receive funding from their service body, he or she will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.

1.1.2 A Visitor acting as 'stand in' for one of the board members:

In case a board member (secretary or treasurer) cannot perform their duties at the R9 assembly, a visitor may be asked to step in. If the visitor in question does not receive funding from their service body, he or she will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.

1.1.3 An OA member (who is neither a representative nor a visitor) acting as a 'stand in' for one of the board members:

In the event that a board member (secretary or treasurer) knows, prior to the R9 A&C, that he or she cannot attend the assembly the R9 board may ask an OA member to step in. The OA member in question needs to meet the abstinence requirements and the service requirements according to the R9 Bylaws and will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.

1.1.4 Parliamentarian at the R9 A&C:

The Parliamentarian will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.

1.2 WSBC:

The WSBC starts on a Monday; in order to settle in properly and considering the different time zones, R9 board members will be reimbursed for a total of seven nights starting with the Sunday night. Breakfast may be included in the room fee, so the board member will be reimbursed for two additional meals per day (lunch and dinner). The same reimbursement rules apply if the R9 board is sending an OA member other than the secretary or treasurer to WSBC to represent R9 as a whole.

1.3 Treasurer's duty:

Approximately six months prior to every assembly/conference, the treasurer informs the R9 board members and parliamentarian about the current reimbursement situation. Also, it is the responsibility of the treasurer, to inform those representatives of the R9 Assembly & Convention who receive financial assistance of the details. If there is a 'stand in', it is also the Treasurer's duty to inform this person of the current reimbursement situation (2013i).

**FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO REGION 9 ASSEMBLY**

Financial assistance be granted to representatives of Region 9 service bodies and R9 Committee Chairs travelling to Region 9 Assemblies. Draft claim form approved. (1985b) (2013k)

That the mailings to all member groups and Intergroups as in article 5(ii) of the Bylaws, shall include applications for assistance. This application form will also be posted on the R9 website.

Completed application forms will be submitted to the R9 Treasurer at least 3 months prior to the date of the Assembly. (2012g)

It is required that the service bodies requesting such funds attach to the application form for assistance – the latest financial summary of the service body and that they give details of any funding for attendance at Region 9 Assembly from elsewhere. The Region 9 Board are authorized to consider (by email) those applications (2012g) having regard to the funds agreed in the budget by the Assembly (2014c).

The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that cannot afford to fund a representative on their own, to those with the greatest distance to travel and to those attending their first Assembly. (1996h) (2011c)

Payment of this assistance will be at the Assembly itself. (2011c)

**TRANSLATION/PROJECTS FUND**

Move to establish a Translation/Projects fund that will include the translation fund money and additional amount of money that will be allocated in the budget for general purposes such as translation, PI, PO etc. (2012s)

After adopting the Budget for Translation/Projects at the Region Nine Assembly, application forms will be sent out with the minutes of the Assembly. The Treasurer will then send a reminder (via the Secretary) to all service bodies by email by 1<sup>st</sup> December and 1<sup>st</sup> May. These applications must be sent to the Treasurer by 1<sup>st</sup> February and 1<sup>st</sup> July of the following year. The board is authorised to make a decision on the allocation of the Translation/Projects budget by 1<sup>st</sup> March and 1<sup>st</sup> August. Consideration will be given by order of priority as follows:(2012e)

Service Boards applying for:-



#### Translation Applications

- a) who currently do not have anything translated in their language
- b) are interested in translating The Twelve Steps and Twelve Traditions of Overeaters Anonymous. (amended 2011e)

It is required that the Service Body requesting such funds

- a) Include that in the application, a list of material that has already been translated in that language
- b) List the amount of money received in the past from the WSO and for translation of which OA literature; and if requesting at the present any financial assistance from WSO
- c) Make a substantive contribution to the cost and give details in the application.

#### Project Applications

- a) who currently do not have such a project in their own country

It is required that the service body requesting such funds

- a) Include in that application, a list of projects undertaken in that country previously.
- b) List the amount of money received in the past from WSO and for which projects; and if requesting at the present any financial assistance from WSO
- c) Make a substantive contribution to the cost and give details in the application (2014d).

The appropriate forms are available from the Secretary. (2004f)(amended 2008b)

- d) The officers will consider the applications and make payments by April 30<sup>th</sup> and September 30<sup>th</sup> (2013d).

#### SUGGESTED CONTRIBUTION SPLIT

Donations to be divided 70/30 between service/delegates, unless otherwise specified. (1989d)

#### FUNDING OF REGION 9 CHAIR TO WSBC & ALL REGION 9 BOARD TO REGION 9 ASSEMBLY

Region 9 chairman to attend every World Service Conference. (1989h) To fund all Region 9 officers to attend R9 assembly. (1999k)

#### SATELLITE BANKING

Move to amend the P&P manual by adding the description of Satellite banking as follows: The Satellite banking concept described in the minutes of the 1994 Assembly is endorsed by the R9 Assembly as a procedure for simplifying and regulating the money transfers between donations and expenses in R9. (1994a)

#### ORGANISATION OF BANKING

Move to authorise the Regional Treasurer to set up a Business Account with PayPal.com. (2004b) Move to authorise the Regional Treasurer to open an interest bearing deposit account with a bank. (2004c)

Move to authorise the Regional Treasurer to open a new bank account with an institution chosen at the Treasurer's discretion. (2004d)

FUND RAISING PRODUCT Move that R9 shall have a fund raising product for sale. (1994b)

The finance committee shall investigate and purchase OA Region 9 merchandise for sale at WSBC and other OA events, to raise funds for Region 9. (2002f)

#### SUGGESTED CONTRIBUTION TO REGION 9

To suggest to all Region 9 groups and service bodies that they aim to contribute a minimum of 5% of their annual income to Region 9. The suggested contribution, however it is to be paid, payable before 1<sup>st</sup> September each year. (2009c)

#### SUGGESTED CONTRIBUTION TO WSO

Adopt a suggested contribution per group to WSO however it is paid of equal to 1/3 of its contribution to Region 9. (2006i)

#### ACCOUNTING YEAR, ACCOUNTS & REVIEW THEREOF

The Account year for Region 9 shall be 1st June to 31st May and the review of these accounts shall be completed by 31st August of the same year.

The person reviewing the accounts shall be an appointee of the Region 9 Board and shall ideally be a qualified account (or equivalent) and shall live in the same country as the Region 9 Treasurer.

The Region 9 Treasurer shall make available to the person reviewing the accounts all records, or copies of all records relating to the Region 9 Accounts.

The Region 9 Treasurer will furnish the person reviewing the accounts with details of all monies held in Satellite Banking and the names and addresses of the person/bodies holding these monies. The person reviewing the accounts





shall satisfy themselves of the accuracy of the Region 9 Accounts and shall verify the balance in all Satellite Banking Accounts.

The person reviewing the accounts shall submit a written report to the Region 9 Board. (2006b)

#### REGISTRATION FEE FOR ASSEMBLY

Move to charge 50€/£33 or equivalent registration fee for the Region Nine Assembly, payable upon registration at the Assembly. (2006d)

#### AD-HOC PAYMENTS FOR MISCELLANEOUS BY COMMITTEE CHAIRS

That Committee Chairpersons can spend up to EUR 110.00 (GBP 73.33) for Region 9 with written (includes email) prior permission from Assembly, Region 9 Board. (2006g)

#### ON-LINE BANKING

An online policy with bank established with online access available to Region 9 signatories, Banker, Chair and Treasurer. (2012g)

#### SIGNATORIES ON BANK ACCOUNT

As the R9 bank account is held in Great Britain, there needs to be 3 signatories of OA members residing in Great Britain who are able to sign cheques. Any two of those can sign a cheque. If there are not sufficient Region 9 Board members residing in Great Britain to cover all three signatories, then the Banker may also be a signatory and up to 2 (two) additional OA members chosen by the Region 9 Assembly or if this is not possible appointed by the Region 9 board to carry out this service. Those signatories should be chosen carefully for longevity and service in OA, 12 month's minimum abstinence, no bankruptcy history and a prompt response to requests for cheques to be signed. The decision over what cheques are to be signed still resides with the Treasurer. If it is possible under the bank's rules for the Region 9 board members who reside outside of Great Britain to be signatories then they may still be signatories but due to the length of time it would take to post cheques abroad it is still advisable to have sufficient signatories in Great Britain. (2012f)

The authority to sign cheques/payment contained within the bank mandate must indicate that for amounts over €150/£100 the banker must have approval in writing (by email) of all three board members. This approval will indicate that the payment is within the Budget agreed by the assembly (2013o).

#### ELECTION OF BANKER

Should anyone standing for the position of Banker not be present at the assembly at which their nomination is taking place, it is preferable (if it can be arranged) if the nominee makes themselves available for a live communication (e.g. by Skype) with the Assembly at the time of the election. The R9 board will give instructions to all nominees for this position about the method and timing of this communication. If it is possible, then the Assembly delegates should be able to ask questions of (and hopefully "see") the nominees to assist them in making their decisions as to who to elect to this vital position. The election process will continue as normal if this method is not possible. (2012h)

## VI WEBSITE

#### ACQUIRE WEBSITE FOR REGION 9 & COMMITTEE ESTABLISHED TO AGREE CONTENT & DESIGN

Region 9 will register/purchase the domain name &#8222; OARegion9.org Cost: £20/year (\$30/year to buy domain name); usually paid 2 years in advance (monthly) + £50 for source (to keep it running), DNS Service (£80 per year?) (2000b)

Motion adopted to establish a Region 9 web site. A committee will be set up to agree content and technical design. Committee members will include

-content editor

-technical editor

who will liaise with the Region 9 Board. (2001c)

NB The Region 9 website address has now been revised to :- [www.oaregion9.org](http://www.oaregion9.org)

#### PUBLICATIONS POLICY

Every registered Service Body within Region 9, as well as the WSO or other Regions, can submit material to place on the Region 9 website. (2008l)

The Region 9 website should include a document explaining the procedure for application to the Region 9 General Assistance fund. (2009a)

#### MAINTAINING ANONYMITY

The Region 9 Electronic Communications Committee Chair and the Region 9 Secretary will ensure anonymity is



maintained when publishing material from registered Service Bodies within Region 9, WSO or other Regions. (2008m)

#### NOTIFICATION FOR FUNDING FOR TRANSLATION

The Region 9 Website should include the “Notification concerning Application for The General Assistance Fund (includes financial assistance for translations and printing) as attached to this motion. (2010a) (2013f)

The Region 9 Website should include the document “How do service bodies trying to translate OA literature apply for financial assistance from Region 9?” (Refer Appendix) (2010c)

### VII SERVICE BODIES

#### MANUAL FOR NATIONAL /LANGUAGE SERVICE BOARDS

Motion adopted that Region 9 should produce a Manual for National and Language Service Boards, including sample Bylaws, that allow flexibility and options for different needs, with examples from bylaws already established and from the current draft. (2001b)

Move that the Assembly adopt the outline of the guidelines as revised for National/Language Service Boards.

(2002a)c Adoption of the Guidelines for National/Language Service Boards under the title Region 9 Manual:

Guidelines for National/Language Service Boards and also publish it on the Region Web Site. (2005c)

#### NEW GROUPS & CONTACT WITHIN REGION 9

When new groups emerge in R9 the Chair and Trustee will encourage neighbours to help each other and use money from their budget, if available, to promote service visits from an existing IG or NSB to these new areas of OA activity. (1996g) (2013e)

#### RESTRUCTURING WSBC

This Region believes that restructuring decisions should take account of both cost and principle – they are equally important. (200f)

#### REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS

The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergroups in each country and the current number of groups, also including details of when the service body was represented at Region Assembly. (2010c)

### VIII PUBLIC INFORMATION

#### REGION 9 WEEK

Move to adopt a Region 9 week to think of our members and the still suffering compulsive overeater. Also in view of our geography, countries, states and language barriers within our Region to think about OA members who may be living in troubled or poor areas. (2006e)

The first week of September is designated as Region 9 week. (2008c)

### IX WORLD SERVICE BUSINESS CONFERENCE & WSO

#### FUNDING OF REGION 9 CHAIR TO WSBC

Region 9 Chair to attend every World Service Conference. (1989h)

#### REGIONAL DELEGATES TO WSBC

1. If the Region is represented by less than forty per cent of its Intergroups, up to 5 additional delegates to WSBC could be selected.
2. Preference shall be given to Delegates from Intergroups and service bodies that otherwise will not be represented.
3. If there are no candidates from those Intergroups, the Region 9 Assembly will select the candidates from among its voting members who will be able to attend WSBC.
4. The selection of candidates will be made at the yearly Region 9 Assembly.
5. All candidates have to comply with the qualifications for delegates in the OA Inc, Bylaws, Subpart B, Article X, Section 3, c, 1-5.
6. Intergroups that submit candidates to be selected as Region 9 Delegates to the WSBC have to file an application at least 60 days prior to the Region 9 Assembly where the selection will be made.
7. All applications are to be sent to the Region 9 Treasurer.
8. The Treasurer will inform the Region 9 Assembly of the Candidates on the Friday morning and the Assembly will make a selection from among those having filed the Application provided they meet the requirements.



9. The funding of the Region 9 Delegate will depend on the availability of funds. If the funds are available the Region 9 Delegate to the WSBC will be funded according to the Policy and Procedure 1996h.
10. Prior to selection of the delegates, the Treasurer will inform the Assembly of the funds available for this purpose.
11. The number of delegates selected will depend on the funds available, but in any case shall not be more than five. (2006c)

#### QUALIFICATIONS FOR Region 9 DELEGATES TO WSBC

All delegates to WSBC shall have at least one year of current abstinence and at least two years of service beyond group level (2013j).

#### COMMUNICATION FROM WSO

Move to instruct WSO that all mailings sent out to Service Boards and which require responses to be returned to WSO, will allow for a minimum of 60 days for the required response to be returned. These mailings will be made available electronically and electronic returns will be acceptable. (2002k)

#### FUNDING OF REGION 9 DELEGATES

Delegates representing Region 9 as a whole may be sent to the WSBC if funds are available within the Region 9 budget or from the WSO. Those delegates will be (in order of privilege, in case the financial supplies are limited): the R9 Board Secretary, the R9 Treasurer, and/or OA members from within Region 9 who have been to the World Service Business Conference before, meet the requirements for a WSBC delegate and will not be representing any other service body at the WSBC. Information about such persons being sought will be mailed to the service bodies that are sending delegates to the R9 Assembly in the year before the Conference in Question, the order of applications will determine the choice of the future Region 9 delegates. (2010f)

The delegate/s representing Region 9 as a whole will be expected to take on service such as:

- 1) be part of the Reference Subcommittee at WSBC
- 2) be a Region Appeals Committee Member at WSBC
- 3) be in charge of the Region 9 7<sup>th</sup> Tradition Item/s for sale (if R9 Finance Committee member is unable to do this) at WSBC
- 4) to continue throughout the coming year in giving service to R9 (R9 Chair will assign tasks) (2013h)

### X CONVENTION

#### DURATION OF CONVENTION & MISC

Length of Convention at the discretion of its host SB. (1991l)

The annual Region 9 Assembly will be held within Region Nine. On even years, a Region 9 Convention will not be necessarily held. (1999b)

### XI MISCELLANEOUS

#### REGION 9 OFFICE

Move to adopt a policy to prepare guidelines for setting up an office. (1995k)

WSO ENCRYPTION PROGRAM TO SAFEGUARD ANONYMITY & PERSONAL DATA Move to implement an encryption program within 3 months to allow for secure transmission of all online meeting updates, between the computer at which the data is entered and the WSO server. This program will further safeguard the anonymity of members whose personal data appears on the update form. (2002i)

#### NOTEBOOK

Region 9 will cease to publish the Notebook. (2004e) REGION 9

#### NEWSLETTER

Region 9 Assembly to implement a newsletter. The newsletter is to be produced at least once a year, after the assembly. This Region 9 Newsletter might include articles written by the Region 9 Committees, the Region 9 Representatives, the Region 9 Board and the R9 Trustee as well as news about the assembly itself that is not included in the minutes, and other features and articles relevant to the region. The R9 Newsletter is recommended to be 2 pages in size with one page divided equally and to be devoted to articles from the Region 9 Committees. The other page to be devoted to articles submitted by representatives attending the assembly or the R9 Board / Trustee. The Newsletter will be assembled by an appointed member of Region 9 who will be called the Newsletter Coordinator and the R9



Secretary. Articles should be submitted within 45 days of the assembly. The newsletter will then be produced within a further – 30 days, reviewed by the R9 Board & Trustee and then placed on the Region 9 website. (2010e) The Newsletter Coordinator shall furnish a written activity report to the annual Region 9 Assembly (2014a).

**REGION 9 ARCHIVES**

Region 9 Archives contains the history of Region 9. This is held by a Region 9 member (2014b).



## OVEREATERS ANONYMOUS

### REGION NINE POLICIES AND PROCEDURES MANUAL A

#### SUMMARY OF CONTINUING EFFECTS MOTIONS 1983-2014

##### INTRODUCTION

It is noted that all motions appearing in this summary were adopted by the group conscience of the Overeaters Anonymous Region Nine Assembly. Furthermore, until changed, these motions set self-imposed limits on the Region. Continuing Effect Motions

- 1983a The primary purpose of the Region 9 Assembly is the same as that of all OA service - to carry the OA message to the still suffering compulsive overeaters, wherever they live and whatever language they speak. In fulfilling our purpose, we should ever strive to achieve worldwide OA unity and common policies among all countries. With love and tolerance as our code, together we can do what we could never do alone.
- 1983d In the event of an Intergroup having on hand funds raised for Region 9, these can, with permission, be used for Region 9 purposes in that country without going through central account.
- 1985b Financial assistance be granted to delegates travelling to Region 9 Assemblies. Draft claim form approved.
- 1988d That the mailings to all member groups and Intergroups, as in article 5(ii) of the Bylaws, shall include applications for assistance to be returned within 2 months. To restrict assistance to Intergroups at present, and to include a registration form with this mailing.
- 1989b That Assembly be extended to two full days.
- 1989d Donations to be divided 70/30 between service/delegates, unless otherwise specified.
- 1989h Region 9 chairman to attend every World Service Conference.
- 1991k Motion adopted for proposal as an amendment to WSBC bylaws "An applicant for R9 trustee shall live in R9 and also have at least one year's service on the board or committee level of the R9 assembly."
- 1991l Motion to leave the length of a convention at the discretion of a host country agreed.
- 1991m Motion to call the European Service meeting, the R9 European Service meeting agreed
- 1994a Move to amend the P&P manual by adding the description of Satellite banking as follows: The Satellite banking concept described in the minutes of the 1994 Assembly is endorsed by the R9 Assembly as a procedure for simplifying and regulating the money transfers between donations and expenses in R9.
- 1994b Move that R9 shall have a fund raising product for sale.
- 1995j Move to adopt a policy to translate material into French. This material will include information from Region 9 and WSO, and various forms. The policy would be implemented by a committee of Israeli members, to be formed for this purpose.
- 1995k Move to adopt a policy to prepare guidelines for setting up an office.



- 1995m Move that Region 9 adopts the following forms:
1. Officer and Committee Chairs
  2. Delegate Registration.
- 1996f The Assembly will divide up the list of IGs and NSBs not represented here at Assembly amongst the delegates who are here. Each delegate here will be responsible for undertaking some liaison activity with the IG or NSB they have adopted. Each delegate will then submit a written report to the Region 9 Chair within 6 months of Assembly.
- 1996g When new groups emerge in R9 the Chair and Trustee will encourage neighbours to help each other and use money from the liaison budget to promote service visits from an existing IG or NSB to these new areas of OA activity.
- 1996h The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs with the greatest distance to travel and secondly to those attending their first Assembly.
- 1997a At each Assembly there will be an orientation session. The aim being to give delegates (particularly first time delegates) a general overview of the processes of the Assembly.
- 1997b The following committees will operate: Budget, Bylaws, Electronic Communications, Translations.
- TRANSLATIONS COMMITTEE CHAIR Will be the centre for information flow about translation and printing of OA material, both for matters of policy and of process.
- ELECTRONIC COMMUNICATIONS Will be the centre for information flow about electronic communications, both for matters of policy and of process.
- REGION 9 PLAN (formally “Long Range Planning Committee”) The Long Range Planning Committee has completed its work and will cease to exist. Planning will form part of the work of the full Assembly. One member will be appointed to give a presentation on Region 9 planning at each Assembly.
- 1997f Region 9 to propose new business policy motion for WSBC 1998 to rescind WSBC policy 1982a that states “Overeaters Anonymous does not have any literature for specific eating disorders other than compulsive overeating. We welcome in love and fellowship all who have the desire to stop eating compulsively”.
- 1997h Anorexic/Bulimic issue After a long and moving discussion the following position statement was adopted:
- We believe our literature is not yet inclusive; it is especially important that the first contact with a newcomer (of all types) be inclusive.
- The term “compulsive eater” is more inclusive than “compulsive overeater.”
- Some members feel that the term “abstinence” is the biggest obstacle to an inclusive approach.
- The majority feel that what we have in common is our thinking.
- Some feel that the real differences exist but that it is possible to find common ground within the existing literature.
- 1999a Addresses are to be provided on the contact list attached to the assembly minutes.  
Any person not willing to have their address published, should advise the secretary at the Assembly, who will not publish their address.



1999b The annual Region 9 Assembly will be held within Region Nine.

1999e To suggest to all Region 9 Intergroups and National/Language Service Boards that they set a goal for annual Contributions to R9. The suggested amount will be reviewed at the annual Assembly.

1999g Amended 2004e

1999h Move to adopt the following

JOB DESCRIPTIONS FOR BOARD AND COMMITTEE CHAIRS as part of our Regional policy and procedure.

**CHAIRPERSON:**

The Chairperson is elected by the Region 9 Assembly for a period of two years and fills a variety of duties:

- Chairs the R9 business assemblies, including preparation of the Agenda
- Communicates with the different R9 officers and committees during the year
- Attends functions within the Region, where budget allows
- Represents R9 at the World Service level, including at the WSBC
- Represents R9 in the Board of Trustees Intergroup and Region committee (IGAR)
- Works with the R9 Trustee on some of the issues directly concerning the Region
- Chairs the R9 Board
- Is responsible for ensuring that an Officer Nomination form is sent to each Intergroup and Delegate in an election year
- Is responsible for sending a Bid form for hosting a R9 Assembly to Intergroups and Delegates on election year

**TREASURER:**

The Treasurer is elected by the Region 9 Assembly for a period of two years and fills a variety of duties:

- Chairs R9's Budget and Finance committee
- Prepares an annual budget for approval of the assembly
- Maintains records of all Income and expenses incurred by the different activities in the Region
- Provide an annual report of all contributions received, as well as income and expenses
- Maintains the R9 bank account and records of monies kept by different functions in other countries (satellite banking)
- Serves on the R9 Board

**SECRETARY:**

The main responsibilities of the Secretary are to produce and mail minutes of all Region 9 Assemblies, and maintain updated listing of R9 Intergroups and National/Language Service Boards. The procedure for this is as follows:



#### MINUTES OF THE ASSEMBLY:

1. The Chair will send out an agenda prior to the Assembly, and will include reminders to all Officers and presenters of topics to bring with them to Assembly a written report for inclusion with the minutes.
2. It is useful to record the Assembly with a tape recorder. A small hand held machine is quite adequate.
3. At Assembly, the Secretary needs to collect copies of all reports to be included with the minutes. It is also necessary that all motions are given to the Secretary in writing. It is important to note the name of the proposer and seconder, and the count of the voting on each motion.
4. The time scale for producing the minutes is short, and it is helpful to have copies of all paperwork to be included with the minutes in your possession, when coming home from the assembly, as there may not be time to use the postal system and still get the minutes out in the timescale set out in the bylaws.
5. Typing the actual minutes is time consuming. It's probably a full day's work. When the first draft is complete, it is useful to fax a copy of the minutes to the chair, or another officer who was present at the Assembly for any comments. It's also useful to have a local member proof read the minutes for spelling or grammar mistakes. The minutes will include all reports, and revised copies of the R9 Bylaws and P&P Manuals, if possible.
6. Once the minutes are printed and bound in a simple binder, one copy can be taken to the post office where it is weighed and the postage costs for the different parts of the world assessed. Then one can buy the stamps and do the mailing from home, if that is suitable. The minutes are expensive to produce, so it is always helpful to keep a balance of monies in a satellite account if the Secretary is not in local contact with the Treasurer.

**UPDATE OF LISTS** Another duty for the Secretary is to see that an up to date list of all R9 Intergroups and National/Language Service Boards is mailed periodically to each R9 officer. This is compiled from information which the Intergroups may send directly to the Secretary and also from the information which the World Service Office sends directly to the Secretary. The World Service Office will send a list of all Intergroups and meetings in R9 to the Secretary periodically, as well as all enquiry letters they may have received. The letters are forwarded to the Outreach chair who will send off letters welcoming new meetings. It is helpful for the Secretary to inform the R9 Trustee or Chair of new Intergroups forming in the Region. It is useful to keep in contact with the R9 Chair on a regular basis.

**BYLAWS COMMITTEE** The Chairperson of the Bylaws Committee is elected at the R9 Assembly and serves for a period of two years with the option of being re-elected for a further two years. The duties would include:

- Chairing committee meetings and reporting back to the R9 Assembly and Board when appropriate
- Ensuring that the Secretary gets written Bylaw reports at the beginning and end of Assembly

Amended 2008h

- Sending a printed copy of all proposed Bylaw Amendments to the Chair of the Board to be included in the mailing with the Agenda for Assembly
- Gathering an active committee to work throughout the year, reviewing the Bylaws and preparing new or revised motions where necessary. These members may be from anywhere within R9 but it is vitally important to encourage people from the Chair's local Intergroup who will be at hand to do the practical





work  
Amended 2008g

It is helpful to remember that when the Chairperson presents amendments she/he will have to defend them and so it can be helpful to have notes from the committee as to intent - one may not always remember why the committee selected a particular wording.

1999k To fund all Region 9 officers to attend R9 assembly.

1999l The Translation guidelines submitted by the Translations committee were adopted.

2000b Region 9 will register/purchase the domain name &#8222; OARegion9.org Cost: £20/year (\$30/year to buy domain name); usually paid 2 years in advance (monthly) + £50 for source (to keep it running), DNS Service (£80 per year?)  
(Website now [www.oaregion9.org](http://www.oaregion9.org))

2000c The following statements were adopted. Under the current structure we do not recommend breaking up into further groups. Recommend Option 1. To consider carrying on as is.

Recommend that the assembly seek to improve communication during the year and that the strategic planning groups specifically work on this as action items. For now we do not foresee the development of an OA International and believe it is in the best interest of countries in Region 9 to maintain representation at WSBC.

We recommend that Region 9 Assembly take action to promote an increase of contributions to Region 9 and World Service Office.

We do not recommend country autonomy at this time.

In the long term we see Europe & Eastern Mediterranean as one group and Africa and Asia as separate groups.

2001a 1. Motion adopted reaffirm the 2000 Region 9 Assembly statement:

For now we do not foresee the development of an OA International and believe it is in the best interest of countries in Region 9 to maintain representation at World Service Business Conference.

We recommend that Region 9 Assembly take action to promote an increase of contributions to Region 9 and World Service Office.

We do not recommend country autonomy at this time.

2. Continue to relay this message within the OA service structure, creating a restructuring sub-committee for this purpose.

2001b Motion adopted that Region 9 should produce a Manual for National and Language Service Boards, including sample Bylaws, that allow flexibility and options for different needs, with examples from bylaws already established and from the current draft.

2001c Motion adopted to establish a Region 9 web site. A committee will be set up to agree content and technical design.

Committee members will include

-content editor

-technical editor



who will liaise with the Region 9 Board.

- 2001e Motion adopted that Region 9
- a) investigates options and cost benefits for the automation of the world service online meeting.
  - b) contact other Region chairs to get their views on the value of the automation with a view to putting forward a proposal to the world service office at the next world service business conference.
- 2002a Move that the Assembly adopt the outline of the guidelines as revised for National/Language Service Boards.
- 2002b Move that a “Buddy” system be brought into place for committee chairs to support each other in the work they have undertaken for the year.
- 2002c Move to add the following statements to the current Region 9 Translations Guidelines in the appropriate places:
- “When OA Literature is updated, it is recommended that Service Boards selling existing stock insert an errata slip when detailing the most recent changes.”
- “Be aware that there may be people in other regions/countries working on translations in your own language. Consider in keeping in contact with them.”
- 2002d We move to ask World Service, to investigate the options and costs to improve the search capabilities of the world service online meeting directory. The search results should be narrowed down by allowing search by “closest city” and zip code, and the results should be displayed in a single page making it quicker to find the appropriate meeting. The meeting form would have to be changed to include “closest city.”
- 2002f The finance committee shall investigate and purchase OA Region 9 merchandise for sale at WSBC and other OA events, to raise funds for Region 9.
- 2002g Motion adopted “to revise the format of the Region 9 Guidelines for translations, by adding an index, sub-headings, bullet points and editorial changes.”
- 2002h Move that reports and documents be delivered to the registered representatives prior to Assembly.
- 2002i Move to implement an encryption program within 3 months to allow for secure transmission of all online meeting updates, between the computer at which the data is entered and the WSO server. This program will further safeguard the anonymity of members whose personal data appears on the update form.
- 2002j Move that representatives of the Region 9 Assembly volunteer to be in contact on a regular basis with a service body (bodies) that are not represented currently at the Region 9 Assembly. The representatives will report to the Region 9 Chair every 3 months about progress made.
- 2002k Move to instruct WSO that all mailings sent out to Service Boards and which require responses to be returned to WSO, will allow for a minimum of 60 days for the
- required response to be returned. These mailings will be made available electronically and electronic returns will be acceptable.
- 2002l Move that in the event that WSBC does not adopt the pamphlet Dignity of Choice, the WSBC Policy 2000a directing the Board of Trustees to develop this pamphlet, will be rescinded. The Board of Trustees shall evaluate the events that took place at WSBC between 2000-2003.

The BOT will collect further information from Regions, National/Language Service Boards and



Intergroups and will submit their conclusions and/or proposals for bringing about unity on the issue of food plans to WSBC 2004.

- 2004a Move to approve the newly revised R9 Vital Link.
- 2004b Move to authorise the Regional Treasurer to set up a Business Account with PayPal.com.
- 2004c Move to authorise the Regional Treasurer to open an interest bearing deposit account with a bank.
- 2004d Move to authorise the Regional Treasurer to open a new bank account with an institution chosen at the Treasurer's discretion.
- 2004e Region 9 will cease to publish the Notebook.
- 2005a Move to adopt the Region 9 Minutes to a manageable size. The Region 9 Minutes will contain: Date/Time and place of Region 9 Assembly, names of Officers, number of representatives present, record of action taken on the minutes of the previous meeting, the exact wording of each motion as it was voted on , and whether it passed or failed, the maker's name. If the vote counted, the count should be included. Any notice given at the meeting. Points of order and appeals, and Committee reports. The revised version of Region 9 Bylaws and P & P can be obtained from the Region 9 web site or can be requested from the Region 9 secretary. To avoid confusing the Minutes with other Region 9 Assembly materials, they will be called Region 9 Minutes.
- 2005b Move to approve the Translation Guidelines.
- 2005c Adoption of the Guidelines for National/Language Service Boards under the title Region 9 Manual: Guidelines for National/Language Service Boards and also publish it on the Region Web Site.
- 2006a Automatically remove outdated or completed Region 9 Assembly policies from the Policies and Procedure manual
- 2006b The Account year for Region 9 shall be 1<sup>st</sup> June to 31<sup>st</sup> May and the review of these accounts shall be completed by 31<sup>st</sup> August of the same year.  
The person reviewing the accounts shall be an appointee of the Region 9 Board and shall ideally be a qualified account (or equivalent) and shall live in the same country as the Region 9 Treasurer.  
The Region 9 Treasurer shall make available to the person reviewing the accounts all records, or copies of all records relating to the Region 9 Accounts.  
The Region 9 Treasurer will furnish the person reviewing the accounts with details of all monies held in Satellite Banking and the names and addresses of the person/bodies holding these monies.  
The person reviewing the accounts shall satisfy themselves of the accuracy of the Region 9 Accounts and shall verify the balance in all Satellite Banking Accounts. The person reviewing the accounts shall submit a written report to the Region 9 Board.
- 2006c
1. If the Region is represented by less than forty per cent of its Intergroups, up to 5 additional delegates to WSBC could be selected.
  2. Preference shall be given to Delegates from Intergroups and service bodies that otherwise will not be represented.
  3. If there are no candidates from those Intergroups, the Region 9 Assembly will select the candidates from among its voting members who will be able to attend WSBC.
  4. The selection of candidates will be made at the yearly Region 9 Assembly. 5. All candidates have to

comply with the qualifications for delegates in the OA Inc, Bylaws, Subpart B, Article X, Section 3, c, 1-5.6. Intergroups that submit candidates to be selected as Region 9 Delegates to the WSBC have to file an application at least 60 days prior to the Region 9 Assembly where the selection will be made.7. All applications are to be sent to the Region 9 Treasurer.8. The Treasurer will inform the Region 9 Assembly of the Candidates on the Friday morning and the Assembly will make a selection from among those having filed the Application provided they meet the requirements. 9. The funding of the Region 9 Delegate will depend on the availability of funds. If the funds are available the Region 9

Delegate to the WSBC will be funded according to the Policy and Procedure 1996h.10. Prior to selection of the delegates, the Treasurer will inform the Assembly of the funds available for this purpose.11. The number of delegates selected will depend on the funds available, but in any case shall not be more than five.

- 2006d Move to charge 50€/£33 or equivalent registration fee for the Region Nine Assembly, payable upon registration at the Assembly.
- 2006e Move to adopt a Region 9 week to think of our members and the still suffering compulsive overeater. Also in view of our geography, countries, states and language barriers within our Region to think about OAs who may be living in troubled or poor areas.
- 2006g That Committee Chairpersons can spend up to EUR 110.00 (GBP 73.33) for Region 9 without prior permission from Assembly, Region 9 Chairperson or Secretary.
- 2006i Adopt a suggested contribution per group to WSO however it is paid of equal to 1/3 of its contribution to region 9.
- 2007a The Board is authorized to make a decision on transferring up to EUR 2400.00 (GBP 1700.00) from Service to Delegate Assistance, 4 months before the next Assembly, whenever that takes place.
- 2008a Re-organise the Region 9 Policies & Procedures by removing the current ‘index’ section and organising the various detailed motions in the first instance into a list of relevant Region 9 topics / sections, setting up a table of contents and then finalising with a list of detailed motions in chronological order.
- 2008b After adopting the Budget for Translation at the Region Nine Assembly, application forms will be sent out with the minutes of the Assembly. The treasurer will then send a reminder (via the Secretary) to all service bodies by email by 31<sup>st</sup> January. These applications must be sent to the treasurer by 31<sup>st</sup> March of the following year. The board is authorised to make a decision on the allocation of the translation and printing of literature budget by 30<sup>st</sup> April. Consideration will be given by order of priority as follows:  
Service Boards  
a) who currently do not have anything translated in their language  
b) who have a small number of pamphlets currently translated (approved or not approved)  
c) are interested in translating The Twelve Steps and Twelve Traditions of Overeaters Anonymous.  
The Officers will consider the applications and make payments by 31<sup>st</sup> May. It is required that the Service Body requesting such funds  
a) Include that in the application, a list of material that has already been translated in that language  
b) Considers that this funding is a “payment on account” with a view to it being contributed back (in part or full) to Region Nine as the literature is sold, so that funds are reintroduced for translation of further material in future years  
c) Make a substantive contribution to the cost and give details in the application. The appropriate forms are available from the Secretary.
- 2008c The first week of September is designated as Region 9 week.
- 2008d Suggested Contribution to Region 9. To suggest to all Region 9 Intergroups and National/



Service Boards that they set a goal for annual Contributions to R9. The suggested amount will be reviewed at the annual Assembly. (1999e) Suggested contribution for small IG EUR 310.00 (GBP 205.00)

Suggested contribution for large IG: EUR 620.00 (GBP 410.00)

Suggested contribution per group however it is paid to Region 9 of between EUR 13 – EUR 32 (GBP 9 - GBP 22) payable where possible to Region 9 funds before 1<sup>st</sup> September each year.

- 2008e It is requested that service bodies attach to the application form for assistance the latest financial summary of the service body and that they give details of any funding for attendance at Region 9 Assembly from elsewhere.
- The Region 9 Board are authorised to consider (by email) those applications
- 2008f This Region believes that restructuring decisions should take account of both cost and principle – they are equally important.
- 2008g Bylaws Committee Chair  
To update the P&P Manual annually. While updating the manual make any spelling, punctuation or grammatical corrections as necessary so that the intent of the policy is unchanged. To ensure that the layout of the document is consistent and clear.
- 2008h Bylaws Committee Chair  
- After the revised Bylaws and P & P Manual have been checked furnishing the Chair, Secretary, Treasurer and Web Committee Chair with an electronic of the up- dated Bylaws and Policy & Procedure Manual in time to have these available on the web site at the same time as the minutes of the Assembly (in accordance with Region 9 Bylaws Art VII S2 Duties 2 – within 45 days of the Assembly).
- 2008i The Assembly will make a detailed plan for PI work in order to increase awareness of OA in countries that do not have any OA meetings at all or have only very few meetings. The nature and content of this PI will be decided by the Assembly or the Translation and PI committees.
- 2008j Twelfth Step Within Committee created. The purpose of this committee is to offer support and guidance to new and existing groups and service bodies.
- 2008k The R9 Assembly will assist the Service Boards within Region 9 by doing the necessary legal work for getting translated literature approved by the WSO. at the assembly, the translations committee will assist with filling in and explaining the licensing agreement forms to get translated literature approved.
- 2008l Every registered Service Body within Region 9, as well as the WSO or other Regions, can submit material to place on the Region 9 website.
- 2008m The Region 9 Electronic Communications Committee Chair and the Region 9 Secretary will ensure anonymity is maintained when publishing material from registered Service Bodies within Region 9, WSO or other Regions.
- 2008n Region 9 Assembly  
Each year at the Assembly we will set aside time in the agenda for issues regarding translating literature. We will help each other with questions regarding translating literature, understanding the different licensing agreement forms, filling in licensing agreement forms, copyright-issues and other issues related to translating literature.
- 2009a We move to create a document explaining the procedure for application to the Region 9 translation fund.



- 2009b The hosting service body for the regional Assembly and Convention shall be elected two years prior to running the event.
- 2009c To suggest to all Region 9 groups and service bodies that they aim to contribute a minimum of 5% of their annual income to Region 9. The suggested contribution, however it is to be paid, payable before 1<sup>st</sup> September each year.
- 2009d In order to qualify as emergency new business any motion must be:  
a) Referring to new business only and not addressing the same issues as other motions brought to the current Assembly;  
b) Of an urgent nature so that not considering the motion immediately would be harmful to the welfare of OA as a whole.
- 2009e The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that have never been represented before, secondly to those with the greatest distance to travel.
- 2010a The Assembly will divide up the list of IGs and NSBs not represented at the Assembly amongst the delegates who are in attendance at the assembly. Each delegate will be responsible for undertaking liaison activity with the SB they have adopted. Each delegate will then submit a written report to the Region 9 12th Step Within Committee within 6 months of the Assembly. The 12th Step Within Committee will then log these responses and continue to try to encourage contact with service bodies not represented at assembly (1996f) (2002j).
- 2010b REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS  
The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergroups in each country and the current number of groups, also including details of when the Service Body was represented at Region Assembly.
- 2010c The Region 9 Website should include the document “How do service bodies trying to translate OA literature apply for financial assistance from Region 9?” (Refer Appendix)
- 2010d Insert job description for the Region 9 Representative into the P&P Manual II Board  
2010e Region 9 Assembly to implement a newsletter.  
The newsletter is to be produced at least once a year, after the assembly. This Region 9 Newsletter might include articles written by the Region 9 Committees, the Region 9 Representatives, the Region 9 Board and the R9 Trustee as well as news about the assembly itself that is not included in the minutes, and other features and articles relevant to the region. The R9 Newsletter is recommended to be 2 pages in size with one page divided equally and to be devoted to articles from the Region 9 Committees. The other page to be devoted to articles submitted by representatives attending the assembly or the R9 Board / Trustee. The Newsletter will be assembled by an appointed member of Region 9 and the R9 Secretary. Articles should be submitted within 45 days of the assembly. The newsletter will then be produced within a further 30 days, reviewed by the R9 Board & Trustee and then placed on the Region 9 website.
- 2010f FUNDING OF REGION 9 DELEGATES  
Delegates representing Region 9 as a whole may be sent to the WSBC if funds are available within the Region 9 budget or from the WSO. Those delegates will be (in order of privilege, in case the financial supplies are limited): the R9 board secretary, the R9 treasurer, and/or OA members from within Region 9 who have been to the World Service Business Conference before, meet the requirements for a WSBC delegate and will not be representing any other service body at the WSBC. Information about such



persons being sought will be mailed to the service bodies that are sending delegates to the R9 Assembly in the year before the Conference in Question, the order of applications will determine the choice of the future Region 9 delegates.

- 2011a ASSEMBLY PROCEDURES AND SUGGESTIONS  
To adopt into the Region 9 Policies and Procedures Manual the document circulated at 2010 Region 9 Assembly (since amended and updated) entitled “Overeaters Anonymous Region 9 – Assembly Procedures and Suggestions”.
- 2011b TRANSLATIONS GUIDELINES  
The Translation guidelines submitted by the R9 Translations committee in 1999 and updated in 2002 and approved in 2005 have now been rescinded and R9 will now refer to the document ‘OA GUIDELINES – TRANSLATION GUIDELINES FOR OA LITERATURE’ which is available on the [www.oa.org](http://www.oa.org) website for the worldwide fellowship of OA
- 2011c FINANCIAL ASSISTANCE FOR DELEGATES TO REGION 9 ASSEMBLY  
The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that cannot afford to fund a delegate on their own, to those with the greatest distance to travel and to those attending their first Assembly.
- 2011d FINANCIAL ASSISTANCE FOR DELEGATES TO REGION 9 ASSEMBLY  
That the mailings to all member groups and Intergroups as in article 5(ii) of the Bylaws, shall include applications for assistance This application form will also be posted on the R9 Web site. Completed application forms will be submitted to the R9 Treasurer at least 4 months prior to the date of the Assembly. It is requested that service bodies attach to the application form for assistance the latest financial summary of the service body and that they give details of any funding for attendance at Region 9 Assembly from elsewhere.
- 2011e FINANCIAL ASSISTANCE FOR TRANSLATION / PRINTING  
Deleted “b) who have a small number of pamphlets currently translated (approved or not approved)” and renumbered “c” as “b”
- 2012a Move to insert a job description for the position of R9 PARLIAMENTARIAN into Section 11 Board.
- 2012b Move to insert into Section 11 3. Committee Participation, Public Information Committee and to update name of Budget Committee to Budget and Finance.
- 2012c Move to insert into Section 111 REGION 9 COMMITTEES, Public Information Committee, update name of Budget and Finance Committee, remove Region 9 Plan (1997b) and to insert and provide descriptions of what work is carried out by Public Information, Budget and Finance and Bylaws Committees.
- 2012d Move to update Section 1V ASSEMBLY ASSISTANCE WITH TRANSLATIONS with current practices, to include the R9 Trustee assisting with the completion and explaining of the licensing agreement forms (2008k). To possibly include a Workshop on the translation of literature and to encourage each non English speaking country to translate one piece of literature each year.
- 2012e Move to update Section V 2004f (amended 2008b) FINANCIAL ASSISTANCE FOR TRANSLATION/PRINTING by allowing two application dates per year instead of one. i.e. Treasurer to send out reminder by 1<sup>st</sup> December and 1<sup>st</sup> May, deadline for sending applications 1<sup>st</sup> February and 1<sup>st</sup> July the following year, decision to be made by 1<sup>st</sup> March and 1<sup>st</sup> August.
- 2012f Move to insert in section V FINANCE & BUDGET to add plan of how to manage cheques if R9 Board live in Great Britain.



- 2012g Move to amend Section V FINANCIAL ASSISTANCE FOR DELEGATES TO REGION 9 ASSEMBLY from 4 to 3 months for application forms for delegate assistance; require rather than request service bodies to provide financial information on application; clarify practice already agreed for online banking.
- 2012h Move to amend Section V FINANCE & BUDGET to provide an improved election process for role of Banker.
- 2012i Move to amend Section V1 WEBSITE to rescind out of date sections AUTOMATION OF WORLD SERVICE ONLINE MEETING and WSO ONLINE MEETING DIRECTORY.
- 2012j Move to insert into Section V111 PUBIC INFORMATION, Region 9 week, Twelfth Step Within Committee.
- 2012k Move to rescind out of date information in Section X1 Miscellaneous FOOD PLANS.
- 2012l Move to rescind out of date information in Section X1 Miscellaneous ANOREXIA/BULIMIA.
- 2012m Move to amend Section 11 TREASURER to Liaise with Accountant, signatories and Banker as necessary and to Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9.
- 2012n Move to insert into Section 1 ASSEMBLY to include Region 9 Translations list to be included in Assembly Materials.
- 2012o Move to insert into Section 11 a job description for the role of R9 Banker.
- 2012p Move to update Job Description of for R9 Secretary to include current practices and new technology. Section 11 MINUTES OF THE ASSEMBLY. To insert section UPDATING OF OTHER R9 DOCUMENTS and section WORKSHOPS.
- 2012q Move to amend by rename Translations Committee to Literature and Translation Committee in Contents Table and in Sections 11, 111, 1V and V111.
- 2012r Move to amend Section 11 to update job description for R9 Chair to clarify responsibilities and to Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within R9.
- 2012s Move to establish a General Assistance Fund that will include the translation fund money and additional amount of money that will be allocated in the budget for general purposes such as translation, PI, PO etc.
- 2013a ASSEMBLY PROCEDURES AND SUGGESTIONS  
Document 'Assembly Procedures and Suggestions was renamed as 'Procedures and Suggestions for Hosting Region 9 Assembly and Convention'.
- 2013b CHAIRPERSON'S JOB DESCRIPTION  
Inserted in the chairpersons job description that the chair can also attend functions within the region at the expense of the hosting country.
- 2013c The minutes of the Region 9 Assembly will be distributed by email and no longer by mail.
- 2013d FINANCE AND BUDGET  
Move to amend section V by renaming the Translation Fund to Translation/Projects Fund; Deleted section b) Considers that this funding is a 'payment on account' with a view to being contributed back (in part or full) to Region Nine as the literature is sold, so that the funds are reintroduced for translation of further material in





future years;

Inserted that service bodies are required to list the amount of money received in the past from WSO and for the translation of which OA literature and if at present requesting and financial assistance from WSO; Inserted change of date of deadline to April 30<sup>th</sup> and September 30<sup>th</sup> that officers will have considered the applications and make payments.

2013e NEW GROUPS AND CONTACT WITHIN REGION 9

Amended section VII by deleting the words 'the liaison' and inserting that neighbouring groups will help new emerging groups if funds are available in their budget, to promote service visits from an existing IG or NSB.

2013f Move to amend Section VI by renaming the Translation Fund to General Assistance Fund

2013g Updated Region 9 Chairpersons Job Description to include that the Chair participates in the Region Chairs Committee (RCC), and attends RCC face-to-face meetings when possible.

2013h FUNDING OF REGION 9 DELEGATES

Inserted to Section IX an example of service that Region 9 delegates to WSBC will be expected to take on.

2013i Inserted reimbursement procedures for Board members when attending R9 Assembly and Convention and WSBC.

2013j QUALIFICATION FOR R9 DELEGATES TO WSBC

Inserted qualifications for delegates attending WSBC

2013k Replaced the word delegate with representative

2013l Financial Assistance will be granted to Committee Chairs who are not representing a service body.

2013m Updated role of the Banker to include monthly liaison with the Treasurer and Region 9 Chair and Accountant.

2013n Updated Job Description for Region 9 Board and Committee Chairs

2013o Inserted details of approval needed from three board members when signing cheques for over €150/£100.

2013p Representatives will now receive materials for the Region 9 Assembly by email and no longer have the option of receiving it by post.

2014a The 'Newsletter Coordinator' was given this title and will furnish a written report to the annual Region 9 Assembly

2014b The section 'Region 9 Archives' was included to recognize that there are Region 9 archives that contain the history of Region 9 for over thirty years

2014c Included that the money transferred to the delegate assistance fund is the amount agreed by the R9 Assembly

2014d As the Translation Fund was changed to the Translation/Project Fund in previous years, guidelines for applying for such funds were this year included.

2014e The Finance & Budget Committee has written a manual that for now is included in the P&P.

2014f As the manual was approved by the Assembly the treasurer job description and handover material is the first part of the manual.



2014g Changed the word delegate to representative when referring to the Representatives going to Region 9, throughout the document.

2014h Changed from mailing/posting to emailing when corresponding within Region 9, throughout the document.



## APPENDIX A

### Rescissions, Amendments and Deletions

1983c amended by 1999d and 2006g  
1985b amended by 2013k  
1988c deleted in 2004  
1988e amended by 2006h  
1989a amended 2008h  
1991a amended by 2004e  
1991b amended by 1999e  
1991e amended by 2004e  
1991j amended by 1999k  
1993b amended by 1999g  
1994c amended by 2004e  
1995a amended by 2006b  
1995c amended by 2004e  
1995j rescinded by 2011b  
1995l amended by 1999h and rescinded by 2011b  
1996a amended 1999b  
1996b amended 1999c and 2011c  
1996f amended 2002 j and 2010c  
1996g amended by 2013e  
1996h amended by 2009e and 2011c  
1997b amended by 2012q, 2012b and 2012c  
1997c amended by 2004e  
1997f rescinded by 2012l  
1997g amended by 2008f  
1997h rescinded by 2012l  
1999a amended by 2006f  
1999c amended by 2004e  
1999d amended by 2006g  
1999e amended by 2009c  
1999g amended by 2004e  
1999h amended by 2012r, 2012p and 2012m  
2000a amended by 2004e  
2001a amended by 2004e and deleted 2014a  
2001b amended by 2004e  
2001e rescinded by 2012i  
2002a amended by 2006d  
2002c rescinded by 2011b  
2002d rescinded by 2012i  
2002j amended by 2010c  
2002l rescinded by 2012k  
2004f amended by 2008b and 2011e  
2005b rescinded by 2011b  
2006c amended by 2013j  
2006f amended 2008d  
2006g amended by 2012g  
2006h amended by 2007a  
2008b amended by 2012e 2008d amended by 2009c  
2008e amended by 2011d and 2012g



2008i amended by 2012q and 2012j  
2008k amended by 2012q and 2012d  
2010d amended by 2012b and 2012q  
2010e amended by 2014a  
2010f amended by 2013h  
2011d amended by 2012g  
2012g amended by 2014c  
2012o amended by 2013m  
2012s amended by 2013d  
2012f amended by 2013o  
2012s amended by 2013f



## APPENDIX B

### OVEREATERS ANONYMOUS REGION 9 Procedures and Suggestions for Hosting Region 9 Assembly and Convention – (Last updated September 2014)

This document has been prepared by Region 9 members who have helped to organise previous Region 9 Assemblies and Conventions and whilst it is not intended to cover every eventuality, we hope it will be helpful for service bodies considering taking on this service so they know what to expect and for those in the process of organising to be a useful starting point for your committee discussions. This document will mostly concentrate on the Assembly part and leave the Convention part more open for your service body to arrange.

#### SECTIONS COVERED IN THIS DOCUMENT:

|                       |   |
|-----------------------|---|
| Page 1                | Bylaws  |
| Page 2                | Timetable   |
| Page 3                | Assembly Guidelines & Responsibilities for Region 9 Board |
| Page 3                | Finance   |
| Page 3                | Sub Committee   |
| Page 3                | Venue and Room Requirements                               |
| Page 4                | Food  |
| Page 4                | Theme   |
| Page 4                | Flyers  |
| Page 4                | Registration  |
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| Page 5                | Voting & TimeKeeping                                      |
| Page 5                | Visitors Page   |
| Convention Page 6     |   |
| Strategic Plan Page 6 |   |
| Afterwards Page 6     |   |
| Checklist             |   |

#### Bylaws

##### Extract from Article V of Bylaws (following 2010 Assembly)

###### Section 1

Region 9 shall hold one Assembly per year.

A Region 9 Convention may also be held in conjunction with the Region 9 Assembly if the hosting Intergroup or National/Language Service Board is in a position to do so.

###### Section 2

Notification of this Assembly shall be mailed or emailed to all member groups, Intergroups, unaffiliated groups and National Service Boards at least six months prior to the date of the Assembly. The notification will include an invitation to the Assembly from the organising committee, the registration form to send a delegate, a blank new business motion, and bylaws amendment motion.

Even though the Bylaws state that the notification need to go out 6 months prior to Assembly – there will be considerable organization beforehand and so it is best for the Region to let the fellowship know about the Assembly arrangements as early as possible to help facilitate travel arrangements and keep travel costs to a minimum etc and thus encourage attendance. The following are some suggestions:-



## TIMETABLE

### 2 YEARS IN ADVANCE

- Service bodies need to be thinking about whether they can host the Region 9 Assembly a few years in advance of the assembly they might host. The service body will need to consider whether they have enough willing members to arrange what is necessary.
- The service body will need to do some research on the venue as to times available / costs / facilities / travel arrangements some two years in advance of the assembly. The venue needs to accommodate the assembly room, the committee rooms, representatives accommodation. It does not need to be lavish. It does however, need to accommodate OA members food plans, be clean and functional and reasonably easily to access by public transport.
- The service body will bring this information to the Region 9 Assembly that same Autumn – to be considered by the Assembly along with other service bodies.
- The Assembly will consider the date and venue suitability as well as the committee arrangements together with other service body proposals at that stage and will discuss and vote on all the proposals.
- The place and date of the Region 9 Assembly will be at the latest established at the Assembly prior.
- If successfully elected as R9 Assembly host, and once the date is confirmed then the committee need to book the venue as soon as possible.

### ONE YEAR PRIOR

- The hosting service body committee should then begin to put in place the various details of the Assembly and Convention. They will need a theme, speakers, packs of materials for the Convention if necessary, timetables for the weekend, meeting rooms etc.
- Confirm the theme with the Region 9 Board

### NINE MONTHS PRIOR

- Ensure the flyer, invitation and registration forms has been prepared and sent to Region 9 Board 6 months in advance of the Assembly

### SIX MONTHS PRIOR

- Over the next few months, work on the finer details of the assembly, arrange speakers and any materials you need (voting cards, badges, handouts, etc), exact timetable for convention, liaise with venue, and receive registrations.

### SIX WEEKS PRIOR

- Liaise with R9 Secretary regarding numbers of attendees

## ASSEMBLY GUIDELINES AND R9 BOARD RESPONSIBILITIES:

- The Region 9 board are responsible for organising and assembling the materials that the representatives will need for the assembly itself. The hosting intergroup do not need to get involved in the details of the assembly itself. However, the Chair and some of the organisers of workshops will often need various ‘handouts’ and schedules. There is usually 20 – 30 in attendance at the Assembly and to carry 20 – 30 copies of each piece of paper is often not possible due to air craft weight restrictions etc. If possible please arrange with the Chair if anything is needed to be copied – ahead of the Assembly.
- Once the venue has been organized – the Region 9 Board members and OA Region 9 representatives will book their own accommodation directly with the venue and sort out who they are sharing a room with. Traditionally members will share rooms whenever possible to save costs.
- The hosting service body decides on the theme for the Convention (check with R9 Board).

## FINANCES:

- Region 9 will pay the expenses for attendance of the Region 9 Board (Chair, Secretary & Treasurer) which will include travel and accommodation and food for the Assembly & Convention. (Wed – Sun)
- Assembly registration fee will be collected by the Region 9 treasurer and will go to Region 9 – this will go towards the various expenses that the Region covers and will be included in the income as covered in the Region Budget.



- The service body that organizes the Assembly will collect any Convention registration fee following the Assembly. This should cover any costs that the Convention will incur. The Convention has historically made a considerable contribution to Region 9 after the Assembly / Convention by the hosting service body which is part of or the entire surplus for the Convention.
- To keep costs down often documents are printed by the hosts to save on luggage weight costs, if you are asked to print items, please consider printing each document on to a different colour paper as it helps delegates to easily identify documents

#### SUB COMMITTEE

- As you will be working as a Committee and are part of a Fellowship, please follow the Traditions, making all decisions by group conscience and unanimous agreement wherever possible. Members are expected to liaise closely with each other, consulting with the rest of the Committee when making decisions that affect the Assembly and/ or OA as a whole.
- A subcommittee to organize this sort of event is ideally made up of 4-6 OA members (less people means a lot of work for only a few people, too many and it becomes unwieldy)
- It is useful to have a chair for the committee to oversee the timetable and liaise with the R9 Board and a secretary to make notes of all telephone discussions / meetings / decisions made
- If you correspond by email, it is helpful to keep to one subject per email and to ensure that the subject is clear

#### VENUE REQUIREMENTS

- With regard to the room for the assembly meeting and any ancillary rooms for the committee meetings – it is normal for the Hosting service body to try to arrange with the hotel / venue that these rooms will be free as part of the organization of the weekend.  
This needs to be given careful consideration as there are no funds in the Region 9 budget to cover this aspect. We arrange the hotel in the autumn partly to accommodate the fact that it is cheaper than the summer. Hotels often accept that if a group takes their full quota of rooms – that is enough to then grant them use of the necessary meeting rooms to hold the assembly.
- Establish the no of representatives registered with the Region 9 Secretary approximately 6 weeks before the Assembly. Keep in touch with the Secretary after this date for late registrations. (Recently – this can be as many as 25 attendants to the Assembly + visitors).
- Organise the meeting room so that there is a meeting table space and chair available for each representative – arranged in an oblong style so that the Chair, Parliamentarian, Secretary and Treasurer can be seated at the ‘top’ of this oblong and thus see the representatives for voting and recognition purposes.
- Several people may be using laptops and will need access to power points (please do not agree to any additional rooms costs though without discussing with R9 board first)
- Each representative needs a card in front of them that shows their name, service body and / or Country that they are representing - that will be visible in front of them while they are seated. (NB It is not a requirement but in the past sometimes these cards have had the National Flag on them also).
- The representatives will also require a name badge that they will be required to wear to all meetings in order to be recognized. This will normally be on a string so that it can be hung around the neck or on a clip so that it can be pinned to the representative’s clothing.  
The hosting service body prepares these at the same time as the cards for the places.
- The Chair will normally require a flip chart and pens and flip chart pad to use at the Assembly. This will need to be organized by the hosting service body –There maybe call for one / two microphones depending on the room.
- Occasionally the Chair / Secretary / Treasurer may require an overhead projector. - Once again there is not a budget for these items in the Region 9 finances so it is a good idea that if there is a charge - that we know what they are ahead of time so that the Region 9 Board can make the decision of whether to have these services or not. Often hotels try to raise their revenue / re-coup their expenses by charging for these sorts of services –  
Region 9 avoid this if at all possible and at best pay only a minimum.



- Committee Meetings are usually held in a different room from the Main assembly room and often are several small rooms so that each committee has enough space to work without disturbing each other
- The R9 Board hold a meeting at the end of the Assembly, please ensure there is a suitable room for up to 6 people

#### FOOD

- Be very clear from the outset about our specific needs (e.g. people bringing in their own food, buffet style meals) and ask the hotel how they would propose to cater for them.
- Discuss a menu, first with the committee and then with the hotel. Usually sugar-free, most sauces served separately, and some wheat-free, dairy-free and vegetarian options.
- Served buffet style works best for all meals. A label in front of dishes on the buffet is helpful saying e.g. “Chicken Stir fry, sugar and wheat free”. It is normal to give the hotel clear guidelines with regard to the food and to monitor this closely near to the date preferably by agreeing menus.
- Meal times need to be discussed with venue and R9 Board so that the timetable can be worked out
- It is also useful to provide details to delegates about proximity to supermarkets etc

#### FLYERS

- Put at least 2 contact numbers / 2 email addresses on the flyer and preferably 3. One mobile, one landline and two email addresses is ideal.
- Put an address on where people can send the completed representative registration forms and cheques.
- On the booking form put in a section where they can indicate if they are booking for the Assembly / Convention or Both
- Put a deadline to receive registrations / book with hotel
- Put details of the nearest train station and airport, plus the venue postcode for those driving with satellite navigation.
- On the flyer put some directions and or a map

#### REGISTRATION

- It is obviously preferable to get as many registrations in early as possible, although be prepared for some at the last moment
- Be prepared for quite a lot of enquiries, (often asking about things that you have carefully written on your flyer!)
- Keep a note of who is paying for which day(s) as this obviously affects the money distribution at the end)
- Have a cash box with a float at the Assembly / Convention itself
- Name badges which also indicate which service body they are representing or if R9 Board member or visitor

#### SPEAKERS

- The Board will be on call to take part and speak at workshops during the Convention. They have been elected as R9 Board members and act in that capacity – but they are first and foremost OA members in recovery. Please use that recovery. It is important that service is ‘seen’ by those attending the Convention – albeit not in a grandiose way. When OA officers are seen to take part in the business part as well as the convention – it spreads the message of the necessity of service. Often – there are motions passed at the Assembly which need circulating to the fellowship as soon as possible. Please consider this when scheduling your Convention workshops / meetings.
- Speakers may need to be timed, have a timer available in case
- It is best for speakers to be qualified by the committee prior
- Please ask speakers stay within the spirit of the Traditions, e.g., no reference to outside issues (such as mentioning by name books, therapies, religions, other weight loss programmes, or undue focusing on such





outside issues)

- Some thoughts for speakers when they introduce themselves:
  - 1) How long have you been in programme?
  - 2) How long have you been abstinent?
  - 3) Define this abstinence, what it is for you.
  - 4) Outline your physical recovery, weight loss / (gain if anorexic) , how long maintained
  - 5) Describe the daily actions that you take in order to maintain this recovery.
  - 6) Then move onto the topic, following the format of what you were like, what happened, and what you are like now as it relates to the topic. OA members especially like to hear about what you actually did or do to keep well or to change in respect of the topic.

#### VOTING AND TIMEKEEPING

- At the Assembly votes will need to be taken and possibly ballots which need to be counted by people who are not eligible to vote. Please discuss this with R9 Board and see if you need to have any coloured card on hand, voting ballots, boxes to collect ballots in and non-voting members able to assist with this.
- A non voting member with a stopwatch and a bell available as a timekeeper is very useful especially during the Assembly

#### VISITORS

Visitors are welcome to attend the Assembly and Convention, at the Assembly it is important that they are not seated with the representatives at the table but preferably in a row / seats behind or at edge of room. Visitors should leave the assembly room if they wish to talk to one another.

#### CONVENTION

The convention is best described by those who have attended a number of conventions, and we recommend speaking to previous organizers.

It is worth considering the following:

- Early Bird and Night Owl Meetings (during assembly as well as convention) – the easiest way to arrange these is with a Pocket Reference Guide and a list of topics (see Strategic Plan if you need inspiration)
- Translating Speakers into your local language
- Free Time
- Entertainment on Saturday evening, this has been done in many forms – plays, meetings, celebration of recovery, free time, dancing, singing, all sorts!

#### STRATEGIC PLAN

We have a Strategic Plan – many in OA don't know what it is or what we are trying to achieve in having it. –

This can be used as the theme of the Convention by incorporating just one aspect of that plan –

- Strong Meetings,
- Committed Service Bodies,
- Public & Professional awareness
- Financial Health.

Has the OA bicycle been translated into your language? – In the past we have displayed two big poster drawings of this if possible please by a willing local volunteer– one in your language and one in English!

#### AFTERWARDS

Please consider the best way to get feedback from R9 Board and representatives so that we can offer any suggestions for things that do or don't work to future hosts. Please ensure if you get feedback from delegates or your sub committee that this information is then given to R9 Board



## CHECKLIST

|    |   |  |
|----|---|--|
| 1  | Select a committee of local OA members willing to work on the arrangements for the Assembly / Convention. (3-8 people on average)                                     |  |
| 2  | Approximately 2.5 years before you propose to host the Assembly/Convention commence organizing items below:-  |  |
| 3  | Choose a date (autumn time to accommodate cheaper travel etc. and ensuring to avoid holidays, dates of BOT / RCC meetings) (keep in mind accessibility and cost)      |  |
| 4  | Choose a venue (accommodating approximately 20 – 40 reps for the OA assembly and additional numbers for the convention) plus allowing for overnight and day visitors. |  |
| 5  | Prepare a proposal bid to be brought to the R9 Assembly two years before the Assembly is due to take place.   |  |
| 6  | Choose a theme for the Convention (refer to local group conscience and OA Strategic Plan) to be approved by R9 Board  |  |
| 7  | If bid is successful – book venue and make final arrangements   |  |
| 8  | Locate supermarkets within the venue vicinity and prepare map showing these.  |  |
| 9  | Finalise travel arrangements to venue.  |  |
| 10 | Prepare proposed flyer well in advance of the 6 months before Assembly deadline and send to R9 Board for approval.  |  |
| 11 | Oversee registrations and arrange speakers  |  |
| 12 | Make rep badges and table name places   |  |
| 13 | Make copies on different coloured paper of various documents (ask R9 Board for information)   |  |
| 14 | Set up room for Assembly (flip charts, timer, bell, registration desk, posters up etc   |  |
| 15 | Set up Convention   |  |