

Section E. Applications:	Bring any questions for candidates	
Requirements and duties		E 2
SLSB-Rep. job description		E 6
Hosting R9 A&C in the future		E 7
R9 Secretary Application		E 8
R9 Treasurer Application		E 10
R9 Delegate WSBC 2017 Application		E 13

Positions to elect at the R9 Assembly 2016:

Secretary

Treasurer

R9 delegate to WSBC

Spanish Language Service Board Representative

Venue for the 2017 & 2018 R9 A&C

NEW (Details to be discussed at assembly

S/election of Task Coordinators (3)

S/election of Coordinators (volunteer positions)

1. Web Coordinator (website maintenance & updating; generic emails) Note: If amendment adopted will work with Communications Officer
2. Banking Coordinator (as already defined as Banker)
3. NL Coordinator (as already defined)
4. BL Coordinators (NEW: 1 or 2 people; housekeeping and updating bylaws & PM, being the contact person on bylaws issues
5. Sponsor List Coordinator (position as is currently being done thru TSW)
6. Master Glossary Coordinator(NEW) in English: updating the glossary, being the contact person on translations issues
7. Countries Outreach Coordinators (NEW) 2 people as is currently being done by TSW

Requirements and duties for elected positions

For Officers

THE REGION 9 BYLAWS STATE:

ARTICLE VII – COMPOSITION OF REGION 9 BOARD, Section 3 – Elections

b. To be eligible for election to membership of the Region 9 Board, a person must be present at the meeting and be an OA member from Region 9. To be elected, a member must receive a majority vote of the representatives present. In addition each candidate for the Region Board shall have where possible at least one year of current abstinence and at least two years of service beyond group level at the time of election. In the event of a candidate with these qualifications not being present a candidate who has not these qualifications can be elected provided that they comply with ARTICLE IV – Section 3

c (Each representative should have a minimum of six (6) consecutive months of current abstinence), and can demonstrate that they have a good record of service to the Fellowship, and faithful adherence to the Twelve Steps and Twelve Traditions of OA.

c. Board members are elected for a term of two consecutive years in the same position.

e. Nominations for qualified nominees to the Region 9 Assembly may be made from the floor at the Assembly. Upon nomination, the nominees shall be called upon to present their qualifications briefly to the Assembly.

R9 TREASURER QUALIFICATIONS AND DUTIES

II BOARD POSITIONS, AND DUTIES

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)

1.3 TREASURER'S DUTY (V FINANCE AND BUDGET – R9 P&P) :

Approximately six months prior to every assembly/conference, **the treasurer** informs the R9 board member 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.

Translation/Projects Fund: The Treasurer will send a reminder (via the Secretary) to all service bodies and these applications will be sent to the Treasurer.

R9 SECRETARY QUALIFICATIONS AND DUTIES

REGION NINE POLICIES AND PROCEDURES MANUAL

II BOARD POSITIONS, AND DUTIES

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)

R9 DELEGATES TO WSBC QUALIFICATIONS AND DUTIES

R9 Policy Manual, Section IX, WORLD SERVICE BUSINESS CONFERENCE,

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 Bylaws OA, Inc., Subpart B Article X Section 3), c), 1) in that “each delegate/alternate shall have at least one year of current abstinence and at least two years of service beyond the group level,” Additionally, in keeping with WSBC Policy Manual 1988a Section 3) c) Delegate candidates shall “be selected for judgement, experience, stability, willingness and for faithful adherence to living within the concepts of the Twelve Steps, Twelve Traditions and Twelve Concepts of Overeaters Anonymous. It is further suggested a World Service delegate be a current or past representative.
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 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.
9. Prior to selection of the delegates, the Treasurer will inform the Assembly of the funds available for this purpose.
10. The number of delegates selected will depend on the funds available, but in any case shall not be more than five. (2006c)
11. The Treasurer will inform the Region 9 Assembly of candidate applications on the Friday. The Assembly will make a selection from among those having filed the Application provided they meet the requirements. If it is determined R9 is able to send more delegates than have applied, additional delegates shall be elected as per 3 above from the R9 assembly voting members which shall include R9 officers provided these candidates meet the requirements.
12. The delegate/s representing Region 9 as a whole will be expected to:
 - a) Register for WSBC (WSBC Policy Manual 1991a Section 3 “by March 1”). Make travel and hotel arrangements in advance in consultation with the R9 Treasurer. Submit expense reimbursement forms to the Treasurer as soon as possible. Be prudent with use of R9 funds while participating as a delegate.
 - b) Vote during group conscience business meetings at WSBC in a manner in keeping with WSBC Policy Manual 1988a Section 3 d) and e) which states delegates “may be instructed as to the desires of the [region].” “As participants, delegates shall not be bound by the wishes of their [region], but should not vote against these wishes unless situations arise at

the Business Conference that make it necessary for the best interests of Overeaters Anonymous as a whole. “

c) Participate in a WSBC Committee during conference and follow up committee work during the following year. A committee preference form, submitted by the delegate (by April 1 in order to be considered for committee membership – see WSBC Policy Manual 1991a Section 3) should give consideration to where other R9 delegates are serving so as to spread R9 committee participation across the various WSBC committees. If necessary, the delegate may be asked to serve on a committee other than their choice.

d) Delegates should be willing to serve as part of the Reference Subcommittee, the Region Appeals Committee, and/or assist with R9 7th Tradition fundraisers if asked to do so.

e) Write a report on their activities as Region Delegate and submit that report to the region representatives (and their own service body) within 45 days of close of conference. It is suggested this report be sent electronically to the R9 representatives. (2015u)

Spanish Language Service Board Representative

Job Description

The region representative for SLSB will act as a liaison between it and the region, attending the regularly scheduled SLSB meetings and answering any questions that may come up during those meetings for Region 9. The representative will have to meet the required abstinence to be declared by the SLSB.

Responsibilities include

Before the SLSB Meeting

Take note of any issues, concerns, feedback, ideas, questions, etc. that your region expresses that would be relevant to SLSB discussions and decisions.

If you have specific items to add to the SLSB's next meeting agenda, it is helpful to email the chairperson.

Prior to the meeting, please familiarize yourself with any SLSB reports and communications that are sent ahead via email.

If you are not able to attend an SLSB meeting, please inform the chairperson of your expected absence in advance.

During the SLSB Meeting

Take notes on the discussion, decisions, event information, etc. so that you can later share that information with your home meeting.

Participate in discussions, help make decisions via voting, and offer service by volunteering to do needed tasks during the meeting and outside of the meeting. Although personal opinions will certainly be present, it is important to remember that you are primarily representing the needs, wishes, and concerns of your region during the meetings. All members are reminded the Steps, Traditions and Concepts guide our decisions.

After the SLSB Meeting

Communicate all relevant discussions, decisions, event information, etc. from the SLSB meeting to your region as soon as possible.

Additional Information and tips

From time-to-time there are SLSB positions open and it is important to get the word out to your region. So please help promote these openings by explaining what the positions are, the requirements, and encouraging those at your regions to consider a position. Intergroup meetings are open to any area OA member so perspective position-holders can attend an SLSB meeting at any time before deciding to run for a position. While it is not a requirement that the representative speak Spanish, all meetings and communications will be in Spanish, and using Internet Technology, usually email, WhatsApp and Skype.

HOSTING 2016 & 2017 REGION 9 ASSEMBLY & CONVENTION

This year at the 2016 R9 Assembly, we will vote on where the **2017 & 2018 R9 A&C** will take place. Those IGs/countries interested, please bring information to the 2016 Assembly (location, possible dates, estimated costs, etc.). Look on the R9 website, Policies & Procedures, Appendix B (last section) to find detailed information about hosting the assembly. Please email the Region 9 Chair (chair@oaregion.org) **BEFORE** attending the 2016 Assembly with your intentions if you are planning to bid for hosting the 2017 or 2018 R9 Assembly.