

**Sacramento Valley Intergroup of Overeaters Anonymous  
2009 Board Election Ballot**

**Meeting Day:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Election Process:** Each SVIOA group may return one ballot. Ballots may be returned in person at the November 2008 Intergroup meeting *OR* if mailed to the address below, *must be received by Monday, November 10th*, to be counted.

Members may vote only once at each *different* group meeting attended. **Example:** Member votes *once* at Monday evening, Wednesday evening and Saturday morning meetings.

For each elected office, the qualified candidate with the most votes wins. To vote for a nominated candidate, enter a "tally" mark next to the name of the candidate in the Votes column. For each vote in multiples of 5, please mark across tally marks as shown: ( |||| ). In lieu of voting for a nominated candidate, you may write in a candidate's name in the "write-in" space and anyone may vote for that person. Any write in candidate must meet SVIOA eligibility requirements. For details see [www.sacvalleyoa.org](http://www.sacvalleyoa.org)

Office	Candidate	Votes (Talley Marks)
<b>Chair</b>	Rusty M.	
(Write In →)		
<b>Vice Chair</b>	Christine S	
(Write In →)		
<b>Secretary</b>	Jeanne O.	
(Write In →)		
<b>Treasurer</b>	John H.	
(Write In →)		
<b>Region 2 Representative (2 Year Term)</b>		
	Carmen	
	Jackie C.	
(Write In →)		
<b>World Service Business Conference Delegate (2 Year Term)</b>		
	Michael D	
	Judy L.	
(Write In →)		
<b>Webmaster</b>		
(Write In →)		

## SVIOA OFFICERS

**All Officers are expected to:**

- Attend the monthly Intergroup meetings. If not able to attend, they should give advance notice to the Chair or Vice Chair with a written or oral report for their office. Missing two consecutive meetings without notice/report could result in removal from office.
- Actively support the transition of their successor as they hand over their responsibilities at the end of the year of service by reviewing the roles & responsibilities and answering any questions.

***The following descriptions are intended to be an overview only. To see a full list of detailed activities, refer to the SVIOA Policies & Procedures document.***

OFFICE	DESCRIPTION
<b>Chair</b>	<ul style="list-style-type: none"> <li>• Prepare meeting agendas</li> <li>• Conduct monthly Intergroup meeting, second Tuesday of each month</li> <li>• Purchase any necessary supplies needed to conduct meetings (will be refunded)</li> <li>• Form ad hoc committees, such as Bylaws (bi-annual)</li> <li>• Approve absences of officers/committee chairs or take action to remove those who fail to attend as required</li> <li>• Initiate the annual election process and appoint the Vice Chair or another member to prepare the ballot</li> </ul>
<b>Vice Chair</b>	<ul style="list-style-type: none"> <li>• Maintaining a mailing list of Region 2 intergroups and other persons who have requested receiving notification of upcoming events.</li> <li>• Mailing event flyers and copies of the “Valley Voice” to other intergroups and interested people who have requested notification.</li> <li>• Purchase supplies and postage as needed (will be refunded)</li> <li>• Developing the election ballot, if requested by the Chair</li> </ul>
<b>Secretary</b>	<p>The Secretary is also responsible to have available at each Intergroup meeting and to maintain a record for the year with:</p> <ul style="list-style-type: none"> <li>• Copies of all (corrected) meeting minutes for the year</li> <li>• Copies of an attendance record of each meeting</li> <li>• The latest version of the Bylaws</li> <li>• Any written reports provided by officers or committee chairs</li> <li>• Any correspondence received and acted upon, along with any responses.</li> <li>• Any forms required to be filed with any taxing or other civic authority</li> <li>• A current roster of officers and committee chairs, including email addresses, if any</li> <li>• Other materials as requested by the Chair</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Following election, a new Treasurer coordinates with the prior Treasurer and another experienced member to review the financial accounts and records to ensure that they have been maintained accurately and are current.</li> <li>• At the beginning of the program year, the Treasurer analyzes the prior year’s expenses and establishes a budget that is presented at the February meeting for approval, following discussion and a vote.</li> <li>• Throughout the year, the Treasurer presents monthly reports on the fiscal condition of SVIOA. As requested by a member, the Treasurer may be required to advise whether sufficient funds are available for new purposes, such as Public Information campaigns, or whether a special fundraising effort would be required. If conducted, the Treasurer shall report on any special fundraising efforts.</li> </ul>

	<ul style="list-style-type: none"> <li>• Periodically, as directed by the Board, the Treasurer prepares a list of 7th Tradition donations by group, for publication in the <i>Valley Voice</i>.</li> <li>• The Treasurer is responsible for picking up mail from the SVIOA post office box and processing invoices or other financial claims and making payment in a timely manner. The Treasurer provides mail of a general nature to the Secretary.</li> <li>• The Treasurer is responsible to maintain records in such a way as to satisfy any request for information from a tax authority; to file any necessary forms or make payment with appropriate taxing authorities; coordinate with WSO to obtain required filing information.</li> </ul>
<b>Region 2 Representative</b>	<ul style="list-style-type: none"> <li>• Region 2 Representatives are responsible to notify R2 following election in order to receive the Assembly information packets at least 30 days in advance of each Assembly.</li> <li>• The R2 Representatives are responsible for making their travel arrangements to the Assemblies and for attending all Assembly business functions (SVIOA covers travel expenses)</li> <li>• They are also responsible to actively participate in the meetings, including serving on committees.</li> <li>• Representatives bring back flyers for events throughout the Region and are responsible to create a written report which is delivered at SVIOA with copies to take back to group meetings.</li> </ul>
<b>WSBC Representative</b>	<ul style="list-style-type: none"> <li>• WSO BC delegates must notify WSO following election in order to receive the information packets in advance of each BC</li> <li>• Advising SVIOA of the timetable and when any motions need to be developed and submitted to WSO;</li> <li>• Communicating to SVIOA the matters that are going to be voted on</li> <li>• Seeking input from SVIOA to aid delegates to participate and vote</li> <li>• Delegates are responsible for making their own travel arrangements and for attending and actively participating in all business functions (SVIOA covers travel expenses)</li> <li>• Delegates are responsible to create a written report that is delivered at SVIOA with copies to take back to group meetings and posted on the Website.</li> </ul>
<b>Webmaster</b>	<ul style="list-style-type: none"> <li>• <b>Meeting changes</b> are discussed at SVIOA meetings. Use the latest <i>Valley Voice</i> to keep the web at least as current as the newsletter.</li> <li>• The <i>Valley Voice</i> <b>lead article</b> is coordinated with the Newsletter editor.</li> <li>• Obtain copies of <b>events</b> flyers when they are distributed at Intergroup.</li> <li>• The Secretary may provide preliminary copies of the <b>minutes</b> in advance of them being approved. Once approved, they should be posted on the web.</li> <li>• The Webmaster is responsible to monitor the <b>discussion board</b> and to exercise discretion to delete profanities or anything that could subject SVIOA to legal action for slander or other crimes. The Webmaster should seek approval by the Board if in doubt.</li> </ul>

***The above descriptions are intended to be an overview only. To see a full list of detailed activities, refer to the SVIOA Policies & Procedures document.***

## SVIOA COMMITTEES

SVIOA is always seeking people to do service for the Fellowship in the Sacramento area. Below are the various committees and a description of their responsibilities. If you are interested in volunteering to serve as a committee chair (or co-chair), please contact the SVIOA Chair listed in *The Valley Voice*. Committee chairs are appointed by Intergroup (not elected). Additional details about committee responsibilities are in the Bylaws and Intergroup Policy and Procedure manual on the website at [www.sacvalleyoa.org](http://www.sacvalleyoa.org)

COMMITTEE	DESCRIPTION
<b>Answer Phone</b>	Works with phone service provider to maintain message on hotline, including current meeting information; coordinates meeting changes with Newsletter Editor, Group Growth Chair and Webmaster
<b>Designated Down-loader</b>	Prints information monthly from WSO website to share with Intergroup representatives
<b>Events</b>	Plans OA Birthday Party and Days in OA throughout the year; obtains meeting space; coordinates speakers and volunteers; develops flyers to publicize events and coordinates with Newsletter Editor
<b>Group Growth</b>	Assists new meetings to form and register with WSO; provides them free new meeting packets; coordinates meeting changes with Newsletter Editor, Answer Phone Chair and Webmaster
<b>Literature</b>	Orders literature from WSO/AA and brings to monthly Intergroup meetings and events to sell (e.g., days in OA, Retreat, etc.); keeps records of sales and coordinates with Treasurer. Must have room to store literature and transportation to bring to different locations.
<b>Media Coordinator</b>	Records speakers at Days in OA and the Retreat and makes CDs available for sale with Literature Committee. Coordinate with Webmaster to make recordings available on the website.
<b>Newsletter</b>	Serves as Editor of the <i>Valley Voice</i> , SVIOA's official newsletter; writes or obtains articles; coordinates with printer and brings newsletters to Intergroup meetings; coordinates meeting changes with committees for Answer Phone, Group Growth and Webmaster.
<b>OA HOW</b>	Provides additional representation for HOW concept meetings at Intergroup and is a resource of HOW speakers at events.
<b>Public Information</b>	Helps carry the message about OA to Sacramento Valley communities using suggestions and samples from the WSO PI manual; including coordinating annual theatre ad campaign; sending program information to health care professionals and academic institutions; assisting with organizing volunteers to staff booths at health fairs; etc.
<b>Retreat</b>	Plans annual Lake Tahoe Retreat; coordinates with Retreat Center and Treasurer
<b>Speaker List</b>	Maintains semi-annual SVIOA speaker list; coordinates with volunteer speakers to ensure continued eligibility
<b>12<sup>th</sup> Step Within</b>	Coordinates with Events to develop programs to help the still-suffering compulsive eaters in the Fellowship, including people who relapsed.
<b>Young People</b>	Represents the interests of Young People in the Fellowship and supports the growth of meetings serving young people.

**We seek committees with a chair / co-chairs and *multiple* volunteers.  
Won't you give back some of what OA has given to you?**