

Board Qualifications:

- Active membership in OA for at least one year, with the exception of Secretary who must be an active member for at least six (6) months.
- Familiarity with the Twelve Traditions of OA.
- Familiarity with the Twelve Concepts of OA Service.
- Regular attendee of an active group for a period of one year and to have been an IR one year.
- The World Service Business Conference Delegate/alternate (whether or not a member of the Intergroup Board) shall have at least one (1) year of current abstinence and at least two (2) years of service above the group level and such qualifications as required for election to the Intergroup
- Region 2 has no additional qualification requirements other than what is already required by this intergroup.

Board Member Duties:

Chair:

- Presides at all regular and special meetings of this Intergroup and Intergroup Board.
- Is responsible for establishing the agenda for all Intergroup meetings.
- Forms ad hoc committees, such as Bylaws (bi-annual).
- Ensures that the general account of the Intergroup be audited annually.
- Is responsible for receipt of service of process as required by California law.
- Is the official keeper of record for any official records of the SVIOA. Record keeping may be delegated to the Secretary for meeting minutes and to the Treasurer for any required financial or tax documents, including permits for resale.
- Initiates the annual elections process and appoints the Vice Chair or another member to prepare the ballot.

Vice Chair:

- Serves in the absence of the chairperson.
- Maintains a mailing list of Region 2 intergroups and other persons who have requested to receive notification of upcoming events.
- Mails event fliers and copies of the "Valley Voice" to other intergroups and interested people who have requested notification.

Secretary:

- Takes minutes at all Intergroup and Intergroup Board meetings and distributes copies of the Intergroup minutes to each Intergroup representative at regularly scheduled Intergroup meetings.
- Submits electronic copy of minutes to webmaster for posting to the SVIOA website.
- Maintains a record of meeting minutes for one year, copies of attendance record for each meeting, latest version of the Bylaws, any written reports provided by officers or committee chairs, and all correspondence.

Treasurer:

- Maintains a checking and savings account, if necessary, for dispersal of Intergroup funds.
- Following election, the 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.
- 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.
- 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 fund-raising effort would be required. If conducted, the Treasurer shall report on any special fund-raising efforts.
- Periodically, as directed by the Board, the Treasurer prepares a list of 7th Tradition donations by group, for publication in the "Valley Voice".
- 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.
- Delivers all mail not related to finances to the secretary.
- Is a cosignatory with at least one other board member or an appointee of the board on the checking account.
- Files all corporation and tax filings for calendar year of office.

Region 2 Representative(s):

- Notifies R2 following the election in order to receive the Assembly information packets at least 30 days in advance of Each assembly.
- Makes travel arrangements in order to attend the R2 Assemblies.
- Gives a written report to SVIOA and delivers copies for IG Representatives.
- Actively participates in the meetings and committees of R2.
- Submits travel expenses with receipts to Treasurer for all expenses.

World Service Business Conference Delegate(s):

- Notifies WSO following the election in order to receive the Assembly information packets at least 30 days in advance of Each assembly.
- Makes travel arrangements in order to attend the WSO Assemblies.
- Gives a written report to SVIOA and deliver copies for IG Representatives.
- Actively participates in the meetings and committees of WSO.
- Submits travel expenses with receipts to Treasurer for all expenses.

Webmaster:

- Maintains interactive meeting list that allows selection of meetings by day or city.
- Maintains calendar listing events such as Days in OA, the annual Retreat, etc..
- Maintains Intergroup officers and committee chair email links.
- Uploads Intergroup meeting minutes and any written reports distributed.
- Maintains links to WSO for general information about OA, Region 2 and the R2 Master Calendar as well as other Intergroups.
- Does not need web publishing experience. All work is done via a content manager.
- Requests help with technical problems with web site.