



May 2020

## Overeaters Anonymous Region 2

# Are you ready to be part of the solution? The R2 Board Wants You!

The Region 2 Board of Directors will be holding elections for the following positions at the upcoming Fall Assembly (Oct. 2020). We have the following positions up for re-election:

- Chair (2-year term)
- Treasurer (2-year term)
- Publications Coordinator (2-year term)
- Events Coordinator (1-year term)

### Eligibility Requirements:

- 3+ years in OA
- Current abstinence of 2+ years
- Actively practicing 12 Steps and 12 Traditions and upon election, commitment to adhering to the 12 Steps and 12 Traditions and maintaining abstinence
- Two years of service above the meeting level
- Be serving or have served as a Region 2 Rep at two assemblies\*
- Regularly attend meetings



\*For appointments only, and with due consideration, the R2 Board may appoint an individual who has attended one (1) assembly if an otherwise qualified candidate who has attended two (2) or more assemblies cannot be found.

If you are or if you know someone who would like to be of service in this special way, Read On for more information regarding individual board position responsibilities.

Thanks for your consideration!



## Board Job Descriptions

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### Chair

1. Represent R2 in all matters involving outside enterprises.
2. Propose an agenda of business items for R2 Assemblies and R2 Board meetings.
3. Chair R2 Assemblies and R2 Board meetings in accordance with the R2 Bylaws.
4. Develop and present activity reports at R2 Assemblies and R2 Board meetings.
5. Submit interim report to the Publications Coordinator to be included in the Assembly Packet.
6. Schedule Parliamentarian for R2 Assemblies.
7. Act as liaison to the R2 Committees as assigned.
8. Acts as a fiduciary in matters requiring allocation and disbursement of the funds provided for R2 business.
9. Attend R2-sponsored activities, as directed, to represent R2 interests and support the activity.
10. Draft all correspondence from R2 directed within the fellowship of Overeaters Anonymous on matters affecting R2 as a whole.
11. Draft all correspondence between R2 and outside enterprises.
12. Serve as R2 delegate to the World Service Business Conference and provide a written report to the R2 Board and R2 Assemblies, including updated changes in the policies and procedures and bylaws.
13. Develop with the R2 Board the annual schedule for R2 Assemblies and R2 Board meetings.
14. Appoint R2 Committee Chairs and the R2 Representative to the World Service Business Conference Reference Committee.
15. Sign R2 Assembly and R2 Board-approved legal contracts between R2 and outside enterprises as required.
16. Co-sign financial documents as requested by the R2 Treasurer.
17. Investigate and report to R2 Assembly on any Intergroup-raised issue affecting R2 as a whole.
18. Interact with other Region Chairs to continually seek improvements in R2 service.
19. Provide a written report to each Board member at every Board meeting.
20. Attend three annual meetings as part of the Regional Chairs Committee as follows:
  - a) One meeting with World Service Board of Trustees (date to be determined each year).
  - b) One meeting the day prior to the World Service Business Conference.
  - c) One meeting at a Regional Service Event (location/date to be determined each year).
21. Facilitate Service, Traditions & Concepts Workshops as needed.
22. Coordinate entertainment for assemblies with the Hosting intergroup.
23. Other duties as may be required by the R2 Assembly.
24. Assist in maintaining Region 2 website content.

## Board Job Descriptions

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### Publications Coordinator

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Develop and supervise communications to RRs and intergroups via website, mailing, emails, etc. Communications will convey information on assemblies, conventions, financial assistance, news and education about Region 2, and other information requested by the R2 Board.
3. Prepare content of two mailings prior to each assembly, including one preregistration mailing and the packet mailing (to include cover letter and other enclosures listed in administrative assistant guidelines).
4. For each assembly, develop Assembly Packet to include copies of minutes, agenda, board reports, motions to amend the Bylaws or P&P manual, etc. and supervise distribution to all Intergroups, RRs and Unaffiliated Groups no later than 45 days prior to assembly as mandated in the Bylaws and/or Policy and Procedures manual.
5. Email RRs assembly information prior to assemblies and post-assembly post-assembly.
6. Maintain current R2 and RR addresses, email addresses and phone numbers.
7. Provide Board Members with the current listing of RR's and Alternates after each assembly.
8. Act as liaison to the webmaster to the Region 2 website, including overseeing updates to ensure effectiveness and consistency of content
9. Act as liaison to R2 Committees as assigned.
10. Co-sign financial documents as requested by R2 Treasurer.
11. Provide a written report to each Board member at every Board meeting.
12. Provide a written report and present activity report at R2 Assemblies.
13. Submit interim report to be included in the Assembly Packet.
14. Other duties as may be required by the R2 Assembly or delegated by the R2 Chair.
15. Facilitate Service, Traditions and Concepts Workshops as needed.

## Board Job Descriptions

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### Events Coordinator

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Attend all R2 sponsored activities or arrange for alternate Board representation.
3. Make all meetings room space arrangements for R2 events, including Board meetings, R2 Assemblies and Conventions.
4. Act as a liaison to R2 Events and Convention committees.
5. Act as hotel and on-site liaison for the Region.
6. Co-sign R2 Assembly and R2 Board-approved contracts with the facilities.
7. Prepare e-mails concerning matters that involve R2 Convention Committees or other matters delegated by the R2 Chair.
8. Organize suggested changes from Convention Chairs for the R2 Convention Policy and Procedure Manual and submit them to the post-convention subcommittee including incoming and outgoing Convention Chairs and a Board member (usually Events Coordinator) to implement changes to the Convention P&P.
9. Co-sign financial documents as requested by the R2 Treasurer.
10. Provide a written report to each Board member at every Board meeting.
11. Provide a written report and present activity report at R2 Assemblies.
12. Submit interim report to the Publications Coordinator to be included in the Assembly Packet.
13. At R2 Assemblies, be responsible for a) Verify all meeting room space, set-up and materials b) Obtaining additional items needed for R2 Assembly on site c) Coordinating with hotel staff d) approving Banquet Event Orders for assemblies e) Overseeing hotel (sleeping) room reservations for Board members and reps from Mexico and Hawaii. F) Reviewing final bills with R2 Treasurer at end of Assemblies and Conventions
14. At R2 Conventions, a) Oversee hotel sleeping rooms for Board members, retiring Board members, and the next R2 Convention Chair b) Arrange for a Master Account with the hotel.
15. Other duties as may be requested by the R2 Assembly or delegated by the R2 Chair.
16. Facilitate Service, Traditions and Concepts Workshops as needed.
17. Assist in maintaining Region 2 Website content.

## Board Job Descriptions

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### Treasurer

1. Attend all R2 on-line Board meetings, R2 Assemblies and R2Conventions
2. Supervise bookkeeper in maintaining all checking, savings and convention accounts established in the name of “Region 2 of Overeaters Anonymous, Inc” and using the online accounting system, Xero.
3. Supervise bookkeeper and act as guardian of all R2 expenditures, deposits, and donations
4. Funding Assistance: receive, evaluate and acquire board approval for various fund requests and applications. Examples: Intergroup Funding Application Program (IFAP), World Service Business Conference delegate assistance, Scholarships, Committee Chair, Health Fairs, Literature subsidy for New Meetings, Mexico and Hawaii Intergroup Sponsorship which may include making travel arrangements.
5. Provide the Publications Coordinator in advance of each R2 Assembly: Report, along with a reporting of R2 funds. A Proposed Budget report should be provided before the Fall Assembly. A Group Donation Summary report should be provided once yearly at the first assembly of the year (with the information from the previous year. These will be included in the Assembly Packet.
6. Co-sign documents for R2 expenditures, as specified in the R2 Bylaws.
7. Draft correspondence as needed for all financial matters including donations, invoices and requests for reimbursements.
8. Act as liaison with vendors, insurance companies, and the IRS.
9. Notify vendors of name/address of current Treasurer.
10. Create the annual Budget Subcommittee and chair the meeting.
  - a. Provide funding for Convention checking account as needed by Convention committee.
11. Provide a written report and account of R2 funds to each Board member at every Board meeting regarding all contributions, disbursements and Board expenses.
12. Other duties as required by the R2 Assembly or as delegated by the R2 Chair.
13. Facilitate Service, Traditions and Concepts Workshops as needed.
14. Assist in maintaining Region 2 website documents.

# **Region 2 Board of Directors Application**

**Region 2 of Overeaters Anonymous, Inc.**

**4733 Torrance Blvd., PMB 335**

**Torrance, CA 90503**

**Submitted for consideration at the R2 Assembly on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.**

**I am applying for a position on the Region 2 Board of Directors as:**

**(Candidate may apply for more than one position)**

<input type="checkbox"/>	<b>Chairperson</b>	<input type="checkbox"/>	<b>Treasurer</b>
<input type="checkbox"/>	<b>Vice Chairperson</b>	<input type="checkbox"/>	<b>Publications Coordinator</b>
<input type="checkbox"/>	<b>Secretary</b>	<input type="checkbox"/>	<b>Events Coordinator</b>

**Full name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Years in OA:** \_\_\_\_\_

**Number of years of service above the group level:** \_\_\_\_\_

*I have read the general qualifications for R2 Board of Directors which are listed on the bottom of this form. I have also read the duties and responsibilities for the specific positions(s) for which I am applying, as more fully listed in the Policies and Procedures Manual (p. 9-15). As a candidate for a position on the R2 Board of Directors, my signature affirms adherence to the general qualifications and my ability to perform the specific duties and responsibilities.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Candidates must be present at assembly to be considered for election.)

## **Requirements as stated in the R2 Bylaws, Article IX, Section F**

To be eligible for election to the R2 Board, a person must, at the time of election:

1. Be a member of Overeaters Anonymous for at least three (3) years.
2. Be regularly attending OA meetings within R2.
3. Have current abstinence from compulsive overeating of at least two years, each person being the sole judge of his or her abstinence, and taken Steps 4 and 5 of the Twelve Steps.
4. Declare himself as practicing the Twelve Steps to the best of his ability and as committed to the Twelve Traditions of OA.
5. Upon election, each R2 Board member shall make a commitment of adherence to the Twelve Steps and Twelve Traditions, and continual maintenance of abstinence throughout the entire term(s) of office.
6. Have at least two (2) years of service above the meeting level.
7. Be serving, or have served, as an RR or Alternate to at least two (2) two Assemblies, as a member of the R2 Board, or as a member of World Service Board of Trustees.

**List of my OA Service responsibilities:**

**Group level:**

**Above group level:**

**I can bring the following business, professional or other experience to the Board:**

**I would like to be a member of the R2 Board of Directors for the following reasons:**

**R2 SERVICE RESPONSIBILITY PLEDGE**

**I commit to physical, emotional and spiritual recovery, one day at a time, while serving on the Region 2 Board. As a board member I pledge to provide support and encouragement to the recovery of my fellow board members, and to talk honestly about my perceptions of relapse or denial with kindness and love.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*(Please keep it simple, use this page only)*

**Send Completed Applications to: chair@oar2.org**