

# Northern Lights Intergroup

---

## *Roles and Responsibilities*

Revised September 9, 2017

## **A. BOARD MEMBERS**

### **Chair**

- schedules NLI meetings and presides over them
- follows latest version of Roberts' Rules of Order
- liaises with committees
- prepares and distributes meeting agenda
- votes only to break a tie
- is co-signatory along with Treasurer, co-Chair and Secretary
- participates in monthly Region One Conference calls and other business relating to regional intergroups
- submits monthly report to the Secretary by 1st of the month

### **Past Chair**

- assists the Chair as needed

### **Co-Chair**

- carries out the duties of the chair in the chair's absence
- is co-signatory along with the Chair, Treasurer and Secretary
- shall follow-up on absences of NLI Board members & Group Reps
- books room for NLI meetings
- takes over as chair when chair needs to make a motion or needs to vote
- maintains an up to date record of policies and procedures
- is responsible for the care and updating of the archives
- updates meeting directories for NLI, Region One and World Service Office
- submits monthly report to the Secretary by 1st of the month

### **Treasurer**

- accounts for all funds
- pays bills
- receives and deposits funds
- maintains accounting records
- is co-signatory along with Chair, Co-Chair and Secretary
- provides monthly financial report to NLI
- liaises with special event coordinator and other committees regarding financial aspects
- is responsible for working with committees in preparation of retreat budget
- ensures individual float funds are accounted for
- reconciles monthly bank statements
- shall compile and submit annual NLI budget
- prepares annual financial statement
- will retain financial records and information for seven years
- submits financial records for yearly audit

### **Secretary**

- records minutes of all NLI meetings
- prepares minutes and forwards to the designated NLI member for editing
- forwards the edited minutes to members
- emails the final approved minutes of previous meeting
- emails current reports to board members prior to NLI meetings
- submits monthly report by 1st of the month
- prepares list of NLI members with addresses, telephone numbers and email addresses to be distributed within 2 months of the elections.
- is responsible to pick up and distribute mail
- responds to mail as needed
- is accountable for 2 mail keys
- is co-signatory along with Chair, Co-Chair and Treasurer

### **Literature**

- orders and distributes OA approved literature to groups and individuals within NLI (note: possession of or access to a personal credit card is required for this service position)
- submits monthly report to the Secretary by 1st of the month
- must have access to adequate storage space
- price literature for sale to cover all costs of that order
- has literature available at OA events
- provides a monthly activities report to the Secretary by 1st of the month

### **Public Information**

- informs the public of OA, following the principles of the Twelve Traditions
- deals with calls from professionals, organizations and media requesting information and arranges for speakers as needed
- places ads and announcements with the media
- maintains a \$50.00 float (if needed) and reports expenses and activities
- submits monthly report to the Secretary by 1st of the month

### **Region One Representative (Alternate)**

- represents NLI at Region One Assembly
- submits oral and written report to NLI Board within two months of Assembly
- submits to the Treasurer receipts for expenses
- offers to speak at meetings following Assembly to share experience
- serves on a committee at Region One Assembly, maintains this commitment until the next assembly unless otherwise specified by the committee or Region One Assembly and reports to NLI
- the Alternate attends the Assembly if the Representative is unable to attend
- submits monthly report to the Secretary by 1st of the month

### **World Service Delegate (Alternate)**

- represents NLI at World Service Business Conference (WSBC)
- submits oral and written report to NLI Board within two months of WSBC
- submits to the Treasurer receipts for expenses

- serves on a committee at WSBC, maintains this commitment until the next conference unless otherwise specified by the committee or WSBC and reports to NLI
- offers to speak at meetings following Conference to share experience
- the Alternate attends WSBC if the Delegate is unable to attend
- submits monthly report to the Secretary by 1st of the month

### **Webmaster**

- maintains the NLI website and ensures all information on the website is correct and up to date
- ensures anonymity is protected on the website
- communicates events and news as well as provides newcomers with information regarding local meetings and the program of Overeaters Anonymous
- responds to requests for information from members, newcomers and the public in a timely fashion
- promotes the website at meetings, marathons and retreats
- submits monthly report to the Secretary by 1st of the month

### **Special Events Coordinator**

- coordinates all events and assures there are no violations of the Traditions
- forms committees to create and organize event
- encourages groups to host marathons and retreats
- sets up calendar of events for upcoming year
- books locations for the Spring and Fall Retreats
- liaises with group hosting events
- keeps event binder up to date for hosting groups to use as a reference
- maintains a \$200 float while organizing events and liaises with Treasurer regarding float replenishment
- submits monthly report to the Secretary by 1st of the month

## **B. STANDING COMMITTEES**

### **Telephone**

- maintains the telephone line ensuring that the outgoing message is current
- refers information to appropriate member
- responds to requests for information from members, newcomers and the public in a timely fashion
- provides a monthly activities report to the Secretary by 1st of the month

### **12 Step Within**

- shall coordinate 12 Step Within activities
- liaises with groups within NLI to assist them in carrying the OA message
- maintains list of speakers to go out to struggling meetings
- maintains and distributes list of sponsors within NLI area
- provides a monthly activities report to the Secretary by 1st of the month

**Youth**

- reaches out to youth members of OA
- liaises with WSO and Region One Young People's Committees
- provides a monthly activities report to the Secretary by 1st of the month

**C. SPECIAL COMMITTEES****Bylaws**

- its Chair forms a committee of at least 3 people
- updates bylaws considering WSO and Region One Bylaws with adherence to their requirements for our inclusion
- ensures that the latest bylaws are submitted to World Service Office, to the Region One Chair and to the Region One Trustee within two (2) months of NLI approval
- maintains a \$50.00 float, if needed and liaises with Treasurer regarding float replenishment