

Northern Lights Intergroup (NLI)

Roles and Responsibilities
Policies and Procedures

Dec, 2019

GENERAL RESPONSIBILITIES OF ALL BOARD MEMBERS

- Attend all regularly scheduled Northern Lights Intergroup (NLI) meetings and special meetings as called. Contact the chair or co-chair prior to the meeting if you are unable to attend for an excused absence.
- Submit a typed report of activity on the NLI google drive prior to each NLI Board Meeting and Annual General Meeting(AGM) of NLI.
- Act as liaison to committees as assigned.
- Keep 7 years of records to pass on at the end of term.
- Review your position job description annually and recommend updates; these reports are to be given to the incoming policies and procedures committee at the AGM.
- Assume office upon election; prepare to work with the outgoing person and receive all materials for the position.
- Any Board Member may also serve as a committee chair.
- Each Board Member is entitled to only one vote regardless of number of positions held.
- All Board Members must consult with the Treasurer when considering expenditures over and above standard expenses.
- All requests for reimbursements must be submitted on an expense sheet with original receipts attached. Original hard copies submitted or scanned copies of the expense sheets with receipts submitted by email will be acceptable.

ELECTED BOARD MEMBERS

CHAIR

- Preside at all NLI regular and special meetings. Create and distribute agenda for NLI meetings.
- Have operational authority, in the intervals between NLI Board meetings, to speak for NLI in emergencies, in consultation with one other Executive Board Member. Executive Board consists of Chair, Co-Chair, Secretary and Treasurer.
- Appoint committee chairs, including a nominating committee, as deemed necessary.
- Liaise with committees.
- Vote only to break a tie.
- Co-signatory along with Treasurer, Co-Chair and Secretary.
- Participate in monthly Region One conference calls and other business relating to regional intergroups.
- Designate a Board Member to review the minutes if Co-Chair is not available.
- Ensure NLI group registrations and meeting information is current with World Service Office (WSO).
- Compile a listing of all NLI group meetings, including time and location.

Policy A: Meeting Decorum

Procedure:

Ensure monthly meetings start and end on time. Also ensure they run in an orderly and timely manner. If the meeting runs overtime, a motion is required from the floor.

The Chair has the responsibility of ensuring that “Robert’s Rules of Order” are adhered to for all motions, debates, proposals, etc. during the course of the meeting.

If the vote on any motion is a tie, the Chair has the right to cast the deciding vote. Otherwise, the Chair serves as arbitrator, bringing no motions, opinions, or votes to the table.

If the Chair brings a motion to the table, or offers input to a discussion, he/she must temporarily relinquish his/her position to the Co-Chair.

If “For the Good of the Order” is called for at the conclusion of the regular meeting, the contents are not recorded in any minutes, and as such, are in no way a part of the regular meeting. The “For the Good of the Order” preamble is to be read at the commencement of the extra meeting, and a time limit of fifteen minutes is set.

Policy B: Board Meeting Agenda

Procedure:

- Serenity Prayer in the plural

- Welcome everyone. Remember that the Serenity Prayer may be requested at any time during the meeting and the “For the Good of the Order” may be requested at the conclusion.
- Ask about changes and additions.
- Read the Tradition and Concept of the month.
- Get all attendees to introduce themselves and pass around the sign in sheet. Announce excused absences.
- Motion to approve previous month’s minutes, after asking for any corrections.
- Ask for any questions regarding previously submitted officer, committee and group representative reports.
- Review any unfinished and ongoing business.
- Present new business.
- Announcements
- Announce time, date and location of the next meeting.
- Ask if anyone has a need “For the Good of the Order” which will occur after the Board meeting is closed.
- Close with Serenity Prayer

CO-CHAIR

- Carry out the duties of the Chair in the Chair’s absence.
- Co-signatory along with the Chair, Treasurer and Secretary.

- Follow up on absences of NLI Board Members, Group Representatives & committee chairs if no report is filed.
- Take over as Chair when Chair needs to make a motion or needs to vote.
- Maintain an up-to-date record of policies and procedures.
- Responsible for the care and updating of the archives
- Ensure room is booked for NLI meetings

Policy A: Register New Meetings and Change Existing Meeting Information with WSO

Procedure:

- Using the oa.org website “Documents” section for Register/Change Meeting Forms, either fill out the form or provide it to the group requesting the change and ensure it is mailed to the current address as stated on the form.
- This can also be done online using the following address:
<http://oa.org/groupsservice-bodies/meeting-changes/>

SECRETARY

- Record the minutes of all NLI meetings.
- Upload the minutes to the NLI Google drive for the Co-Chair to access and review.

- Prepare list of NLI Board Members with telephone numbers and email addresses to be distributed within 2 months of the elections and update as required.
- Accountable for 2 mail keys, holds one and the second is held by another Board Member.
- Co-signatory along with Chair, Co-Chair and Treasurer.
- Handle all other correspondence that is not a function of a committee or another Board Member.

Policy A: Contact List

Ensure a contact list with the names, phone numbers and email addresses of all Board Members, committee chairs and group representatives is updated monthly.

Procedure:

- At each meeting, pass a sheet showing the recorded information to all in attendance. Ask Board Members to verify their information and update as required.
- This sheet also serves as a record of who attended the meeting as visitors will sign and provide their names, home group, phone number and email address as well.

Policy B: Record and Distribute Minutes of Meetings

Procedure:

- During NLI meetings record the summary of events and motions as they happen, following the order of the submitted agenda. This will include a summary of discussion, documentation of motions, results of votes and opening and closing times of the meetings.
- Type minutes in an easy-to-read format.
- Upload the minutes to the NLI Google drive for access by the Co-Chair for review and editing.
- Keep copies of the approved meeting minutes on an external back-up device.

Policy C: Mail

Procedure:

- Hold one key.
- Pick up mail at least twice per month.
- Distribute mail as needed.

TREASURER

- Responsible for proper accounting of the finances of NLI.
- Co-signatory along with Chair, Co-Chair and Secretary.
- Liaise with Special Events Coordinator and other committees regarding financial aspects.
- Ensure individual float funds are accounted for.

- Reconcile monthly bank statements.

Policy A: Maintain Accounting Records

Procedure:

- Record receipts and disbursements.
- Record donations by group.

Policy B: Maintain Chequing Account

Procedure:

- Contact the bank to find out who needs to be present and what documentation is required to change the signatories.
- Make all deposits in a timely manner.
- Reconcile monthly bank statements to the accounting statements.

Policy C: Prepare Monthly Financial Statements for NLI meeting

Procedure:

- Prepare the financial statements for NLI meetings from the accounting records.
- Correlate to the financial statement presented at NLI meetings.

Policy D: Expenses

Procedure:

- Standard Expenses such as rent, insurance, post office, telephone, website hosting fee, office supplies, photocopying associated with the Secretary and Treasurer duties do not require Board approval.
- Expenses incurred by NLI committees or Board Members must be pre-approved for a specified maximum amount.
- All expenses submitted to the Treasurer must have original receipts attached to the expense report.

Policy E: Donations to WSO and Region One**Procedure:**

- Determine at mid-year and year-end (following year-end audit) if sufficient funds are available for donations to WSO and Region One.
- Send the donations using the proper forms from WSO and Region One.

Policy F: Rent**Procedure:**

- NLI rent is a donation that is determined by the NLI Board. This is to be paid every six months.

Policy G: Annual Responsibilities

Procedure:

- Compile and submit annual NLI budget.
- Prepare annual financial statement.
- Submit financial records for yearly audit

LITERATURE

- Order and distribute 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).
- Must have access to adequate storage space.
- Price literature for sale to cover all costs of that order
- Have literature available at OA events.
- Keep track of literature purchases and sales including transfers to other NLI departments (eg: Public Information).

Policy A: OA Inventory

All costs associated with purchasing literature must be recovered through the sale of literature to the groups/members.

Procedure:

- Selling prices to include the price of the item, shipping cost, US exchange rate, Canadian taxes and duties.

- Prices are always to be rounded up to the nearest \$0.25. Never round down.

Policy B: AA Inventory

Keep an inventory of AA Big Books.

Procedure:

- Visit the AA Central Office in Edmonton to pick up the AA materials. Pay for the order at time of pick up.

Alcoholics Anonymous Central Service Office

10544 114 St NW, Edmonton, AB T5H 3J7

[Link](#) to Alcoholics Anonymous Edmonton website

Phone: (780) 424-5900

Policy C: Records

Maintain accurate accounting records regarding purchases from WSO, AA, sales to groups, transfers to other departments of NLI and inventory amounts.

Procedure:

- Year End for NLI is June 30. A yearly inventory count must be done of all literature. The ledger must be signed and dated at this time. If a new literature person takes over part way through the year, then follow the same procedures at that time as well.
- Upload this document to the NLI Google Drive as part of the July report.

- When a group/member pays for an order, a signed invoice is kept for record keeping purposes. The funds are given to the Treasurer and a copy of the invoice to the purchaser.

Policy D: Orders from World Service Office

Maintain the needed inventory levels by ordering and receiving literature from WSO or Amazon as directed by WSO. A standard inventory will be kept at needed levels as NLI monies permit.

Procedure:

- Check with Treasurer prior to placing all orders to ensure adequate funds are available.
- Use the online ordering system on oa.org bookstore. A personal credit card will be required for this.
- When directed by WSO to order from amazon.com, designate “Paperback Edition” to ensure a portion of the sales go to OA and use the following codes:
 - #1889681245 “Twelve Steps & Twelve Traditions of OA, 2nd ed., large print edition
 - #1889681016 “A New Beginning: Stories of Relapse from Recovery”
- When the order arrives, verify what was received against the order placed.

Policy E: Orders from Groups

- Receive orders from groups, fill the orders, receive payments and issue an invoice.

Procedure:

- Prepare an invoice when the group order is received. Record on Literature Activity sheet the date, amount, group/purchaser and invoice number.
- The group makes arrangements to pick up the order and the invoice is provided with the order.
- The group must pay for the order prior to receiving it. If the group is paying with a cheque, it is to be made payable to NLI.
- When another department of NLI (e.g., Public Information) orders literature, it must have the approval of NLI through a motion for the literature. The Treasurer will be given a record of the transaction so that inventory costs may be taken out of literature and added to the specific department. The Literature person gives a receipt to the Treasurer so that the sale is recorded for year-end total.
- Have literature available for sale at retreats and marathons.

PUBLIC INFORMATION

- Inform the public of OA, following the principles of the Twelve Traditions
- Deal with calls from professionals, organizations and media requesting information and arranges for speakers as needed

- Place ads and announcements with the media
- Keep in touch with all groups regarding their Public Information needs.

Policy A: Carry the message of recovery to public and professional communities, emphasizing that OA is available to anyone who wants to stop eating.

Procedure:

- Enlist the help of other OA members to assist with calling radio stations, TV stations, putting up flyers and, when requested, speaking directly to the public and professional communities.

Policy B: Organize speakers as requested by the media, public or as directed by the Board.

Procedure:

- Interview OA members to ensure that they are abstinent, have achieved or working towards a healthy body weight, practicing the 12 Steps and 12 Traditions, are familiar with OA & AA conference approved literature and are comfortable sharing their recovery before a non-program audience that may not be familiar with program jargon.
- Use the “Guideline for Public Information Events” on the oa.org website for suggested guidelines.
- Contact the speaker(s) after the event to find out how things went and include this assessment in your next report to the Board.
- Use oa.org “Documents” section concerning Professional Outreach, Public Information Posters and Public Information

Suggestions as your primary resource for ideas and suggestions on how to work with non-program audiences.

REGION ONE REPRESENTATIVE & REGION ONE ALTERNATE

- Attend and represent NLI at the Region One Assembly, the number of which to be determined by Region One and NLI, finances permitting. Voting will be according to their conscience on motions knowing that the intergroup they are representing has confidence and trust in them to vote appropriately.
- Be familiar with and willing to explain the Twelve Traditions and their practical uses at group and NLI meetings together with the World Service Delegate.
- Present an oral and written report to the NLI within 2 months of their return from the Region One Assembly including receipts and final accounting.
- Be available to do whatever service they can in the NLI to promote the understanding of all levels of OA service within the fellowship and to promote the 12 Steps and 12 Traditions.
- Serve on a committee at Region One Assembly and to maintain the commitment until the next Region One Assembly unless otherwise specified by the committee or Region One Assembly.
- Participate in Region One conference calls.
- Conform to additional abstinence requirements for a service position at the Region level. See oaregion1.org for updated requirements.

Policy A: To be the Keeper of Traditions in the NLI

Procedure:

- To study and be able to explain the traditions of OA.
- To work with the NLI Chairperson to help groups and individual OA members to resolve any problems and/or issues that arise.

Policy B: Flight and Accommodations

Flights and accommodations are to be arranged prior to attending the Region One assembly and convention. An estimated cost must be submitted to NLI prior to attending for approval.

Procedure:

- As per Region One timeline, register with Region One as the representative for NLI.
- In May, discuss with NLI the financial viability of attending Region One Assembly and get direction from the board.
- Three months prior to the conference begin to check on airfares or other transportation. It is the representative's responsibility to secure the best priced travel based on their needs, timing of the conference and airlines sales.
- Secure NLI approval for travel plans.
- Book with insurance for personal and travel risks.

- Hotel rooms are to be booked by the rep and paid for by NLI for the duration of the Region One assembly and convention only or based on the earliest available return transportation; the cost is based on shared accommodation.

Policy C: Expense Reports

Prior to travel, the representative may request an advance to pay for estimated travel costs. Accurate records of expenses are to be maintained and presented to the NLI board upon return.

Procedure:

- Keep the original copy of the receipt given to you by the business in date order.
- Ensure receipts are legible.
- Complete an expense form obtained from the treasurer prior to travel. Attach receipts. The report should clearly indicate how the funds that were advanced were spent and how much money is left to be repaid to NLI or how much is still owing to you over the advanced amount.

WORLD SERVICE DELEGATE & WORLD SERVICE ALTERNATE

- Attend and represent NLI at the World Service Business Conference (WSBC), (the number of which to be determined by WSO and NLI), finances permitting. Voting will be according to their conscience on motions knowing that NLI has confidence and trust in them to vote appropriately.

- Be familiar with and willing to explain the Twelve Traditions and their practical uses at group and NLIp meetings together with the Region One Representative.
- Present an oral and written report to the NLI upon their return from the WSBC including receipts and final accounting.
- Be available to do whatever service they can in the NLI to promote the understanding of all levels of OA service within the fellowship and to promote the 12 Steps and 12 Traditions.
- Serve on a committee at WSBC and to maintain the commitment until the next WSBC unless otherwise specified by the committee or WSBC.
- Conform to additional abstinence requirements for a service position at the World Service level. See oa.org for updated requirements.

Policy A: To be the Keeper of Traditions in NLI

Procedure:

- To study and be able to explain the traditions of OA.
- To work with the NLI chairperson to help groups and individual OA members to resolve any problems and/or issues that arise.

Policy B: Flight and Accommodations

Flights and accommodations are to be arranged prior to attending the business meetings. An estimated cost must be submitted to NLI prior to attending for approval.

Procedure:

- As per WSBC timeline, register with WSBC as the delegate for NLI.
- In January, discuss with NLI the financial viability of attending WSBC and get direction from the board.
- Three months prior to the conference begin to check on airfares. It is the delegate's responsibility to secure the best priced travel based on their needs, timing of the conference and airlines sales.
- Secure NLI approval for travel plans.
- Book with insurance for personal and travel risks.
- Hotel rooms are to be booked and paid for by NLI for the duration of the business meetings only or based on the earliest available return transportation; the cost is based on shared accommodation.

Policy C: Expense Reports

Prior to travel, the delegate may request an advance to pay for estimated travel costs. Accurate records of expenses are to be maintained and presented to the NLI board upon return.

Procedure:

- Keep the original copy of the receipt given to you by the business in dated order.
- Ensure receipts are readable.

- Complete an expense form obtained from the treasurer prior to travel. Attach receipts. The report should clearly indicate how the funds that were advanced were spent and how much money is left to be repaid to NLI or how much is still owing to you over the advanced amount.

WEBMASTER

- Maintain the NLI website OAEdm.com
 - Ensure all information on the website is accurate and up to date
 - Ensure anonymity is protected on the website
 - Respond to requests for information from members, newcomers and the public in a timely fashion
 - Promote the website at meetings, marathons and retreats

Policy A: Website Maintenance

Procedure:

- Ensure group news and events are up to date.
- Maintain a list of links to other OA websites; ensure they are current.
- Ensure the website honors the WSO guidelines and the Twelve Traditions.

Policy B: Webhosting

Procedure:

- Have a plan in place to ensure timely and responsible payments for costs as per agreed schedule with providers.
- Ensure requests for information from NLI website oaedm.com are forwarded to a personal email address so as to monitor daily and respond in a timely fashion.
- Ensure timely backups of the site files and stored in a safely, as required.
- Change the passwords to the webhost provider's control panel and keep a copy. Provide the passwords to the Chairperson or other designated person as a backup.

Policy B: Maintain NLI Drive

- Create a yearly file containing monthly files for NLI reports, agendas and minutes.
- Create and maintain spreadsheet to gather monthly information from Group Representatives
- Ensure files contain an up to date list of Board Members and their contact information.
- Train new Board Members on how to use the NLI Google Drive as required.

SPECIAL EVENTS COORDINATOR

- Coordinate all events and assures there are no violations of the Traditions
- Form committees to create and organize event
- Encourage groups to host marathons and retreats
- Set up calendar of events for the upcoming year
- Book locations for the Spring and Fall Retreats
- Liaise with group hosting events
- Keep event binder up to date for hosting groups to use as a reference
- Maintain a \$200 float while organizing events and liaises with Treasurer regarding float replenishment.

Policy A: WSO Event Policy

All retreats & marathons are to follow the guidelines set forth by WSO in the [Guidelines for OA Events](#) publication revised September 2012.

Policy B: General Retreat & Marathon Guidelines

- The committee chair/organizer shall be encouraged to attend two NLI meetings prior and one NLI meeting after the retreat in order to ensure NLI guidelines are being adhered to.
- A retreat feedback questionnaire will be given to retreat attendees to be filled out and returned to the Special Events Coordinator.

- Information about retreat bursary recipients should be kept confidential and known only to the registrar and Treasurer.
- Members are allowed to pay for Friday Evening Only but there is no option for Saturday only or Sunday only and no discounts. We would never turn anyone away, but this is not to be advertised.
- Registrations can be canceled up to the registration deadline and a full refund will be given. Cancellation requests after the registration deadline will only be given a refund if there is an opportunity for another person to take their place or the facility can accommodate changes with no charge to NLI. No-shows are not issued refunds.

Policy C: The leader's name is not to appear on any flyers or registration forms advertising the retreat or be mentioned openly at meetings in order to place principles before personalities.

Procedure:

1. Leaders shall be given the following guidelines:

- OA traditions must be observed. To avoid problems of money, property and prestige, we ask you to remember our primary purpose- to carry the message to the compulsive overeater who still suffers. We consider leading a retreat to be a non-profit service.
- We specify only conference-approved literature be used.
- We ask you to be reasonably accessible during the retreat.
- We would like to hear your story about how you came to OA, with emphasis on your recovery.

- We suggest the time be spent as follows:
 - Leader input 50%
 - Group input 30%
 - (including open sharing, discussions and exercises)
 - Free time/meals 20%

2. Leader Selection Criteria:

- Minimum of three years of continuous abstinence.
- When possible the committee should listen to a recording of the individual prior to selection. Listen for recovery through the 12 Steps and avoid persons with strong personal doctrines (principles before personalities)
- Ask for a resume which outlines the following:
 - OA Service Work including group, NLI, region, WSO
 - Previous retreat & marathon experience
 - Brief personal story
 - Regular attendance at meetings
 - Do they have a sponsor? And do they sponsor?
 - Weight loss and if maintaining, how long?
 - Does the person have more weight to lose?
- Follow up by contacting other groups/intergroups where this individual has led retreats or marathons.

Policy D: Retreat Location and Accommodation Guidelines

Procedure:

The **retreat facility** should hold a minimum of 30 people and be located within one hour's drive from Edmonton. In selecting the location, consider ease of access.

In selecting **accommodations**, evaluate the following:

- Cleanliness (floors, washrooms etc...)
- Adequate heat/cooling
- Showers and washrooms (approx. 1 shower for every 20 attendees)
- Separate rooms for males and females
- Separate room for retreat leader
- Space for raffle tables, clothing boutique and literature tables as required

Meals

- Ensure discussion with chef about group members allergy to sugar and flour
- Ensure an adequate quantity of hot & cold refreshments are available (consider charging to recoup costs).

Policy E: Raffle and Fundraising

- All fundraising activities will be approved by the committee.
- Sales and raffles at OA functions should be conducted in such a manner so as not to divert from our primary purpose to carry the message to the compulsive overeater who still suffers.

- Keep in mind Traditions 6 and 7 which warn against endorsement of outside enterprises and outside contributions. (i.e., raffle items and tickets should only be sold to OA members).
- Sales and raffles are to be kept with in the spirit and structure of OA.

Policy F: Reports

Procedure:

- Present an oral and written report to NLI within one month of retreat, including original and legible receipts with final accounting.

Policy G: Marathons

Procedure:

- A group is requested to arrange dates for marathons at least 6 weeks in advance to allow for adequate circulation of the information.
- The format, length, topic, location, speakers and any other relevant details are up to the organizers and are to be kept within the spirit and structure of the OA program and the 12 Steps. All of this information is to be forwarded to the Special Events Coordinator as early as possible to be approved and any possible breach of traditions avoided.
- Organizers will be responsible for making all financial arrangements. NLI does not provide for expenses for marathons

unless the Board specifically sponsors them. It is customary to submit to NLI the profits from marathons.

Policy H: Bursaries for Retreats

Procedure:

- Use Bursaries Form – see Appendix C

Non-elected Board Members

GROUP REPRESENTATIVE

- Be the main liaison between the Board and their group.
- Submit monthly report by the end of the month by entering information in the Group Representative Monthly Report in NLI Drive.(see Policy A for details)
- Attend all regularly scheduled NLI meetings and special meetings as called. Contact the Secretary or Chair prior to the meeting if you are unable to attend for an excused absence, or arrange for an alternate
- Perform all other duties as described in the NLI Policy & Procedures Manual.
- Annually review the position’s job description and recommend updates as necessary for the AGM.

Policy A: Monthly Report to NLI

Procedure: Prior to each Board meeting, report on the following:

- Average monthly attendance at your meeting for the previous month.
- Number of newcomers.
- Number of newcomers that came to more than one meeting,
- Upcoming special events (i.e., Marathons) or speaker meetings your group is hosting.
- Any changes to format or times
- Any situations or group concerns that could benefit from discussion at the intergroup level
- Anything else that might be of interest to NLI members.

Policy B: Monthly Report to the Group

Procedure:

- Inform group members of any new OA events.
- Encourage members to access the NLI Website: oaedm.com
- Verify that NLI donation records correspond with the group's donation records.
- Announce any calls to service (i.e. vacancies on the Board) or volunteers needed for committees or other activities.
- Share any information received between NLI meetings that would be of interest to the group.

PAST CHAIR

- Assist the Chair as needed.
- Has voice but no vote.

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

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

Youth

reaches out to youth members of OA

liaises with WSO and Region One Young People's Committees

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

APPENDICES: *See separate worksheets....*

A: Generic expense report

B: Literature monthly report and inventory worksheet

C: Bursary application

