

**GREATER SEATTLE INTERGROUP  
OF OVEREATERS ANONYMOUS**

**BOARD JOB DESCRIPTION POLICIES**

Revised September 5, 2023  
[reformatted only 4/20/2013]

The Greater Seattle Intergroup Board consists of the Chair, Vice-Chair, Secretary, Treasurer, and WSBC Delegates/Region Representatives and alternate WSBC Delegates/Region Representatives. All Board members must meet the Service Board Qualifications as stated in Article IV of the GSI Bylaws. Each is expected to be a guardian of OA's 12 Steps and 12 Traditions, and serve the intergroup in accordance with *The Twelve Concepts of OA Service*. They must also attend GSI meetings whenever feasible.

In addition, each Board member shall have other duties as follows:

**A. CHAIR**

1. Presides at all GSI meetings.
2. Prepares an agenda for GSI meetings.
3. Acts as the registered agent for the intergroup, entering into contracts when directed by the intergroup and representing the intergroup when necessary.
4. Submits regular entries to the GSI Newsletter.
5. Is responsible for maintaining GSI files and makes them available at each intergroup meeting, forwarding them on at the completion of term.

**B. VICE CHAIR**

1. Presides at GSI meetings in the absence of the Chair.
2. Performs duties of the Chair when the Chair is unable to perform them.
3. Assists the Chair where needed.
4. Chairs the GSI Events Committee.
5. Books facilities for GSI events and secures event contracts for chair to complete and sign.
6. Works with other intergroups to help coordinate joint-sponsored events

**C. SECRETARY**

1. Records the minutes of all GSI meetings.
2. Sends out unapproved minutes of last meeting to all GSI Board members known intergroup representatives.
3. Is responsible for all correspondence as directed by the intergroup.
4. Provides sign-in sheet for meetings.
5. Maintains a file of past GSI approved minutes and printed Board and committee reports.

**D. TREASURER**

1. Starts training immediately after election which allows sixty (60) days after elections to work with current treasurer.
2. Records contributions and other income; pays Intergroup bills; and maintains all GSI accounts in US funds. Maintains up-to-date financial information including balancing all accounts monthly.
3. Reimburses Board Members and Committee Chairs for approved expenses. Provides members with expense and donation forms as requested.
4. Coordinates expenses and proceeds with other intergroups and service bodies for joint activities. When GSI hosts Region 1 Convention, provides financial report and all supporting materials, paper and electronic, to Convention Audit Committee Chair within 45 days of convention close.
5. Disburses contributions to Region One and the World Service Organization as directed by the Intergroup.
6. Submits monthly financial reports to the Intergroup, and for inclusion in the Google account, and an annual financial statement.
7. Completes and files government forms as required, including annual renewal of corporate registration with the State of Washington and annual Federal Income Tax filing, if necessary.
8. Maintains a shared document with each meeting that receives donations through the GSI PayPal account. Updates any written instructions on the shared document as necessary.
9. Within a week of the next scheduled Intergroup meeting, retrieves the donations report from PayPal and updates all group accounts on the shared document.
10. Reports all information to the GSI Chair on groups that are inactive and/or missing contact information.
11. Disburses donations from GSI PayPal account monthly.
12. Shall be cosignatory with two other Board members or an appointee of the Board.
13. Maintains an Intergroup mailing address to receive donations and retrieves mail at least monthly.
14. Recruits and trains Assistant treasurer; assigns duties.
15. Recruits Intergroup members to participate on Finance Committee. Chairs Finance Committee.
16. Provides Finance Committee with year-end reports and all supporting materials, paper and electronic, to the Finance Committee for the annual audit by February 28<sup>th</sup>.
17. Works with Finance Committee to create a budget proposal for following year. Proposed budget, including Prudent Reserve, to be submitted to the Intergroup prior to the October Intergroup meeting.
18. Submits final following year financial budget to the Intergroup for approval at December meeting.

**E. DELEGATE / REGIONAL REPRESENTATIVE**

1. At the Region 1 and WSO level:

- a. Attends the WSBC, representing GSI as a voting delegate.
- b. Attends Region One Assembly, representing GSI as a voting representative.
- c. Actively maintains any committee duties assigned at WSBC or Region One Assembly.

2. At the Intergroup Level:

- a. Reports:
  - i. Make oral overview report of Conference and Assembly activities at first GSI meeting after Conference and Assembly.
  - ii. Submit a written report (30 copies) of Conference and Assembly activities by second GSI meeting after Conference and Assembly.
  - iii. Participate in oral reports concerning duties and activities during the year.
- b. Participates in determination of financial needs and travel expenses for Delegates to WSO Conference and Representatives to Region One Assembly.
- c. Attends or otherwise contact GSI OA meetings as assigned by the Chair several times each year to spread experience, strength and hope within the fellowship, and to furnish counsel, guidance and assistance to the member groups as needed and/or requested.
- d. Shall meet with other Delegates/Reps. and interested members to go over proposed WSO business and Region 1 business prior the WSBC and Assembly to determine wishes of the fellowship.
- e. Have available the WSO notebook issued at WSBC and the Region One notebook issued at Assembly.

**F. ALTERNATE DELEGATE / REGIONAL REPRESENTATIVE**

1. Assumes responsibilities of the delegate/rep. in the event of delegate/rep.'s unavailability at the WSBC and/or Region One Assembly.
2. Is an active member of the Events Committee.
3. Attends or otherwise contacts GSI OA meetings as assigned by the Chair several times each year to spread experience, strength and hope within the fellowship, and to furnish counsel, guidance and assistance to the member groups as needed and/or requested.