

## GSI COMMITTEE DESCRIPTIONS

### BYLAWS & PROCEDURES COMMITTEE

#### Purposes

The purposes of the Bylaws and Procedures Committee are to determine the administration and operation of GSI by providing Bylaws for the governmental and organizational structure, and Policies and Procedures for GSI's guidance and to maintain the Governing Documents of GSI.

#### Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain physical and/or electronic records, where applicable, of the committee's activities and reports.

#### General Duties

1. To review the existing Bylaws annually to ensure that they comply with current state nonprofit corporation laws.
2. To suggest appropriate amendments to the existing Bylaws so that the administration and operation of GSI can be accomplished effectively and legally.
3. To suggest appropriate changes to the Policies and Procedures and GSI Job Descriptions to streamline where possible the administration and operations of GSI.
4. To ensure that all materials used follow the Twelve Traditions.

### EVENTS COMMITTEE

#### Purposes

The purposes of the Events Committee are to serve as a means of outreach and recovery; to provide a forum for sharing experience, strength and hope particularly at marathons and retreats; and to work with the Finance Committee in order to ensure that the financial needs of GSI are met through these events.

#### Chair and Members Duties

The Chair shall be the GSI Vice Chair. The members of the standing Committee shall include other OA members.

#### Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or electronic files, where applicable, of the committee's activities and reports.

#### General Duties

1. To oversee Events sponsored by GSI and member groups.
2. To schedule marathons, workshops, and retreats in order to carry the message of OA recovery and to raise money for GSI expenses.
3. To coordinate the timing of these events with other Intergroups in this area when possible.
4. To contact and supply information, guidelines and materials to groups or individuals that are considering holding an event such as a marathon or workshop.
5. To update and make available the "Retreat Records" to be used by the Retreat Chair; and to suggest to the GSI Board appropriate revisions to retreat procedures as needed.

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6. To work with and assist individual event Chairs as needed.
7. To maintain a list of people who are willing to do service as speakers at events and a list of possible retreat leaders.
8. To schedule and reserve retreat sites, one year in advance where possible, and to negotiate the retreat costs.
9. To ensure that all materials used follow the Twelve Traditions.

### DIRECTORY COORDINATING COMMITTEE

#### Purposes

The purposes of the Directory Coordinating Committee are to serve; to maintain accurate and current information on all GSI meetings; and to assist new and current meetings in registering and staying current with WSO.

#### Chair and Member Duties

1. The Chair shall be called the Directory Coordinator.

#### Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or electronic files, where applicable, of the committee's activities and reports.

#### General Duties

1. To assist new meetings when registering with WSO.
2. To notify meetings when their World Service and GSI information does not agree.
3. To coordinate with the webmaster regarding changes affecting meetings as listed on the website.
4. To keep secretary and chair informed as to current OA registered meetings.
5. To ensure that all materials used follow the Twelve Traditions.

### HOTLINE COMMITTEE

#### Purposes

The purposes of the Hotline Committee are to serve as a means of outreach and recovery and to maintain a telephone service. For newcomers to obtain information about OA; to provide information about the meetings available; and for those in the OA program to obtain help via an anonymous reach-out call. The term "hotline" does not denote a crisis hotline telephone service; in the telephone book, it is listed as a general information phone line.

#### Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the goals of the Hotline.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or electronic files, where applicable, of the committee's activities and reports.

#### General Duties

1. To recruit volunteers, particularly
  - a. "Day Coordinators" who try to recruit volunteers for a specific day of the week.
  - b. "Substitutes" who can fill in temporarily when available for people with an assigned shift.

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2. To train volunteers, answer questions and provide additional information where possible.
3. To create a monthly schedule of assigned Hotline shifts for the coming month, and to mail the schedule to the volunteers prior to the beginning of the month.
4. To ensure that the recordings, if any, are current.
5. To work with the telephone answering service company or companies to maintain the system or revise it as needed.
6. To ensure that all materials used follow the Twelve Traditions.

### LITERATURE COMMITTEE

#### Purposes

The purposes of the Literature Committee are to serve as a means of outreach and recovery, and to be a source of information regarding OA and AA literature and twelve step literature policies.

#### Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or electronic files, where applicable, of the committee's activities and reports.

#### General Duties

1. To provide information about conference approved OA and AA literature for all GSI groups.
2. To provide a link to order WSO literature.
3. To promote awareness of *Lifeline* online and promote article writing for *Lifeline* within the local fellowship.
4. To purchase and maintain a stock of kits for new meetings; these materials include
  - a. the WSO New Group Starter Kits.
  - b. the following books: *Alcoholics Anonymous*, *Twelve Steps and Twelve Traditions*, the *Twelve Steps and Twelve Traditions of Overeaters Anonymous*, and *Overeaters Anonymous*.
5. To ensure that all materials used follow the Twelve Traditions.

### OUTREACH COMMITTEE

#### Purposes

The purposes of the Outreach Committee are to serve as a means of outreach and recovery, and to assist meetings and GSI with ideas about carrying the message of OA recovery to the public (via newspapers, radio, and television media, and such).

#### Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or electronic files, where applicable, of the committee's activities and reports.

#### General Duties

1. To develop, schedule and organize Public Information (PI) Nights, and to assist or recruit meetings at which such PI events can be held.

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2. To maintain a list of people available to share their experience, strength, and hope; and to arrange for such speakers for PI events as needed.
3. To arrange for the showing of the OA movie and to coordinate making available conference approved OA and AA literature at the PI events.
4. To develop and maintain a list of newspapers, radio stations and television stations, or other means of public information disbursement, that will print or air ads and public service announcements, and/or feature stories about compulsive overeaters and recovery.
5. To review and update the most effective ways to reach public utilizing current social media.
6. To develop an email list of professionals (doctors, therapists, etc.) and institutions interested in compulsive overeating and OA; and to email link to GSI meeting list.
7. To verify every two years whether the professionals and institutions listed wish to remain on the mailing list; to offer to send other literature which may be helpful; to ask for names of colleagues who may be interested in being on the mailing list; and to update the email list accordingly.
8. To email the link to GSI meeting list and link to newcomer packet to any new professional or institution added to the email list.
9. To answer inquiries and to arrange for a speaker(s) when professionals or institutions request someone to speak; and to provide appropriate conference approved OA and AA literature to the speaker for distribution.  
Speaker should
  - a. share their experience, strength, and hope.
  - b. avoid engaging in controversy about the medical aspects of the disease.
  - c. be able to speak on specific topics requested of them (such as specific age groups and recovery, or persons who are 100 pounds or more overweight.
  - d. to ensure that all materials used follow the Twelve Traditions.

### PODCAST/MEDIA COMMITTEE

#### Purposes

The purposes of the Podcast/Media Committee are to serve as a means of outreach and recovery, and to maintain OA and GSI podcast recordings (of speakers, marathons, etc.) on GSI website.

#### Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or electronic files, where applicable, of the committee's activities and reports.

#### General Duties

1. To maintain the existing podcast/media library, and to copy and create duplicate tapes of old and new recordings as needed; to prepare labels as needed; and to update the index of titles accordingly.
2. To help the Events Committee as needed regarding recording retreats, marathons, workshops and such. Coordinate with Webmaster to post to GSI website.
3. To ensure that all materials used follow the Twelve Traditions.

### TWELFTH STEP WITHIN COMMITTEE

#### Purposes

The purposes of the Twelfth Step Within Committee are to serve as a means of outreach and recovery; to share information and ideas, which will help, generate recovery within the

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fellowship; and to carry the message of OA recovery to those within the fellowship who still suffer.

### Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or electronic files, where applicable, of the committee's activities and reports.

### General Duties

1. To contact the Group Representatives and/or Contact persons of any meetings which did not send a Representative to the GSI Intergroup meeting to remind them that their group is responsible for providing a Representative to attend GSI Intergroup meetings in order to vote on matters and obtain current information about GSI and OA activities.
2. To reach out to meetings and individuals that have drifted from GSI or that need support, as time permits.
3. To organize 12<sup>th</sup> Step Within and other events which promote GSI and OA.
4. To ensure that all materials used follow the Twelve Traditions.

## FINANCE COMMITTEE

### Purposes

The purposes of the Finance Committee are to help create the GSI budget and to perform the annual audit..

### Chair

The Chair is the Treasurer.

### Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or electronic files, where applicable, of the committee's activities and reports.

### General Duties

1. To work with the Treasurer to determine the proposed budget for the next year, including Prudent Reserve.
2. To work with the Treasurer to perform annual audit.
3. To ensure that all materials used follow the Twelve Traditions.

## OA-HOW COMMITTEE

### Purposes

The purpose of the OA-HOW Committee is to address the needs of those members of GSI who work in a HOW program or have an interest in the HOW program.

### Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.

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3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or electronic files, where applicable, of the committee's activities and reports.

### General Duties

1. To initiate and manage OA-HOW-themed events as well as support and encourage all GSI events.
2. To distribute local OA-HOW information.
3. To liaison with other OA-HOW groups.

## WEBSITE COMMITTEE

### Purposes

The purpose of the Website Committee is to maintain the GSI website.

### Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or electronic files, where applicable, of the committee's activities and reports.

### General Duties

1. To maintain the GSI website and make requested updates in a timely manner including:
  - a. Meeting list
  - b. Event flyers
  - c. Podcasts
  - d. Current Bylaws, Policies and Procedures, and Job Descriptions
  - e. Contacts
  - f. Other GSI information