

## Central Arkansas Intergroup Overeaters Anonymous (CAIOA) Policies and Procedures

### Intergroup Officers:

The terms of office and qualifications for officer positions are in the CAIOA Bylaws.

#### Chair:

- Shall preside at all regular and special meetings of CAIOA and CAIOA board.
- Shall be responsible for establishing the agenda for all CAIOA meetings.
- Shall ensure that the general account of CAIOA be properly maintained.
- Shall appoint all permanent committee chairs.
- Shall designate ad hoc committees to accomplish specific purposes as deemed necessary by the CAIOA membership, and appoint chairs of ad hoc committees.
- Shall be designated individual authorized to speak publicly in the name of the organization.

#### Vice Chair:

- Shall serve in the absence of the Chair.

#### Secretary

- Shall see that minutes are kept of all CAIOA and CAIOA board meetings and that a copy of the CAIOA minutes is printed and distributed to each voting member of CAIOA.
- Shall notify all voting members of CAIOA of any changes in the regular CAIOA meeting date or time at least two weeks prior to the change.
- Shall maintain a file of all minutes of past meetings.
- Shall maintain the CAIOA bylaws and make them available at every CAIOA meeting.
- Shall maintain a file of all other CAIOA legal documents.

#### Treasurer:

- Shall maintain a checking account for dispersal of CAIOA funds and shall be cosignatory with one other board member.
- Shall submit financial reports detailing all income and expenditures at every CAIOA meeting.
- Shall pay debts as approved by CAIOA.
- Shall receive and deposit funds into the CAIOA checking account.

Regional Delegate Representative and Alternate:

- Shall be willing to provide workshops, topics/ideas provided at Region.
- Shall fill a written report at next Intergroup meeting following the Conference/Assembly.
- Must attend the Region 8 conferences unless excused by the Board due to illness or other reason.
- Must attend the business meetings while at the Region 8 conference.
- Must record and report all reimbursed expenses.
- Must vote at Region 8 in the best interest of CAIOA.

World Service Office Representative and Alternate:

- Shall be willing to provide workshops, topics/ideas provided at World Service Business Conference.
- Shall file a written report at the next Intergroup meeting following the Conference.
- Must attend the World Service Business Conference.
- Must record and report all reimbursed expenses.
- Must vote at World Service Business Conference in the best interest of CAIOA.
- The CAIOA board shall provide a means of conducting CAIOA business in the case of Emergencies and/or between meetings of CAIOA.

Permanent Committees:

The following permanent committees may be established as required to carry out the purposes of CAIOA in the most effective and efficient manner.

Newsletter/Public Information:

- Publish a minimum of four (4) editions of CAIOA newsletter per year.
- Distribute newsletter to CAIOA emailing list and at CAIOA meetings.
- Keep community informed about availability of OA for the compulsive overeater by using various means of communication, including radio, television, and print media, where possible.
- Cooperate (but not affiliate) with other agencies that help compulsive overeaters.
- Ensure that all public means of communication produced by CAIOA are in keeping with the Twelve Traditions of OA.
- Notify CAIOA Chair of requests for someone to speak in the name of CAIOA.

#### Twelfth Step Within

- Welcome and offer assistance to new member groups.
- Act as a liaison between CAIOA and member groups.
- Encourage participation of member groups in CAIOA meetings and functions.
- Encourage use of Twelve Traditions to promote and protect the growth of member groups.
- Maintain list of CAIOA affiliated groups.
- Prepare and maintain OA phone book.

#### Ways and Means

- Oversees CAIOA funds accountability.
- Prepares annual CAIOA budget for presentation at CAIOA annual meeting.
- Oversees all fund-raising activities of CAIOA and ensures compliance with the Twelve Traditions of OA.

#### Activities

- Plans and coordinates all CAIOA sponsored activities as directed by the voting member of CAIOA.
- Assists as needed at Super Saturdays, retreats, and other CAIOA sponsored events.

#### Ad hoc Committees:

The Chair shall designate ad hoc committees to accomplish specific purposes as deemed necessary by the CAIOA membership for the welfare and operation of CAIOA.

#### Committee Appointments:

The Chair shall appoint a committee chair from those members present who meet IR qualifications. A board member or any OA member present meeting IR qualifications may be appointed to chair a permanent or ad hoc committee.