

## 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; Article IV, Section 3

### 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.
- Shall be responsible for overseeing the maintenance of the intergroup website. May designate an individual to assist.
- Shall oversee projects and initiatives as needed.

### Secretary

- Shall see that minutes are kept of all CAIOA and CAIOA board meetings and that the CAIOA minutes are 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:

Permanent committee Chairs are currently living the Twelve Steps and Twelve Traditions of Overeaters Anonymous.

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

#### Public Information/Professional Outreach (PIPO):

- 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 CAIOA contact list.
- Publish a minimum of four (4) editions of CAIOA newsletter per year.

## 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.