

Overview of Intergroup Representative Position:

The Intergroup Representative plays a critical role in the structure of Overeaters Anonymous. The Intergroup Representative serves as a liaison between the OA meeting that they represent (referred to in the rest of this document as the Rep's "home meeting") and the Triangle OA Intergroup. Intergroup Reps. are voting members and bring the voice of their home group from Intergroup and information back to their home group. There is a thirty day current and continuous abstinence requirement for this position.

OA is run by the members in the meetings. Intergroup Representatives, Intergroup Officers and all others are trusted servants with a duty to the members of OA.

Each Rep is expected to regularly attend both their home meeting and the Triangle Intergroup meetings. Intergroup meetings are held the third Saturday of each month from 10:00 AM-12:00 noon at Community United Church of Christ located at the corner of Wade Ave and Dixie Trail in Raleigh.

Responsibilities:

During the Month and Before the Intergroup Meeting-

- During the month, take note of any issues, concerns, feedback, ideas, questions, etc. that your home meeting expresses that would be relevant to Intergroup discussions and decisions. This information can be gathered during the course of regular meetings, business meetings, and individual conversations and brought to the next Intergroup meeting.
- If you have specific items to add to the Intergroup's next meeting agenda, it is helpful to e-mail Intergroup chairperson and secretary. If you are unsure if an issue/situation is appropriate for Intergroup discussion or support, the chair and secretary can help determine that.
- If a situation in your home meeting requires immediate Intergroup support and/or attention, you can e-mail the Intergroup for assistance between meetings using the group e-mail address, intergroup@triangleoa.org.
- Prior to the meeting, please familiarize yourself with any Intergroup reports and communications that are sent ahead via e-mail.
- If you are not able to attend an Intergroup meeting, please inform the chairperson and secretary of your expected absence in advance. **Please note:** Intergroup members who miss more than two consecutive meetings without prior notification to the chair and/or secretary may be asked to resign their position.
- Speak to your group about writing for the newsletter, and then communicate with the Newsletter Editor about the available months and the process for getting writings to the Editor at newsletter@triangleoa.org.

During the Intergroup Meeting-

- If you have specific items that you wish to have discussed, it is helpful to alert the Intergroup chairperson and secretary of that need prior to the meeting. Issues,

concerns, feedback, ideas, questions, etc. from your home meeting may be brought up and will be addressed by the Intergroup.

- Take notes on the discussion, decisions, event information, etc. so that you can later share that information with your home meeting.
- Pick up copies of the newsletter to take back to your home meeting. You will need to record the number of copies you took and your initials on the form provided at the meeting so that the newsletter liaison and editor can more accurately predict future printing needs.
- Participate in discussions, help make decisions via voting, and offer service by volunteering to do needed tasks during the meeting and outside of the meeting. Although personal opinions will certainly be present, it is important to remember that you are primarily representing the needs, wishes, and concerns of your home group during the Intergroup meetings. All members are reminded the Steps, Traditions and Concepts guide our decisions.
- A 7th Tradition collection is taken.

After the Intergroup Meeting

- Communicate all relevant discussions, decisions, event information, etc. from the Intergroup meeting to your home meeting as soon as possible. This is most often done verbally during the reports or announcement portion of your home group's main meeting. Some items may be better suited for discussion at your home group's monthly business meeting.
- Take the newsletters to your home meeting and make them available for attendees to pick up. Please ensure you note down the quantity of newsletters and meeting the newsletters are collected on the sheet provided.
- If your meeting is scheduled to write for the newsletter, please contact the Newsletter Editor.

Additions Information and tips:

- In an effort to be good financial and environmental stewards, Intergroup is trying to reduce any possible waste associated with unused newsletters. It is helpful to keep track of how many newsletters are actually used at your meeting and try to keep the number that you take each month to the minimum needed to cover everyone's needs. Also, it is helpful to remind people that they can find an online version of the newsletter at www.triangleoa.org
- Some groups have found it helpful to have their Intergroup Rep post key event dates and Intergroup information on blackboards (if available at your meeting location), on newsprint posters, etc. This is not necessary, just useful in assisting people's retention of the information.
- From time-to-time there are Intergroup positions open and it is important to get the word out to all of the meetings so that the greatest number of people have an opportunity to participate in Intergroup. So please help promote these openings to your group by explaining what the positions are, the requirements, and encouraging

those at your home meeting to consider an Intergroup position. Intergroup meetings are open to any area OA member so perspective position-holders can attend an Intergroup meeting at any time before deciding to run for a position. Position details can be found on www.triangleoa.org

- Often newcomers and attendees of our home meetings may not know about the Triangle OA website, www.triangleoa.org, or the World Service Office run OA site, www.oa.org. It can be helpful for the Intergroup Rep to remind their home meeting of the great information available on these sites. It is also a helpful to announce, particularly around Holidays when many people travel and/or may need increased support, that there are phone meetings and online meetings, and often telephone meeting marathons for special days, available through www.oa.org. Although not an official part of the Rep's role, announcing these resources monthly or quarterly can be a great service to your home meeting.
- In order to reduce confusion when individual members change positions or contact information, Triangle OA Intergroup has established convenient, standardized, position-based e-mail addresses. Please use the below addresses when contacting members that hold positions. Members are asked to keep the following in mind when sending e-mail to any of these addresses, Traditions 5 and 6 remind members the primary purpose of Intergroup is to carry our message to those who still suffer, and OA ought never endorse, finance or lend the OA name to any related facility or outside enterprise.

intergroup@triangleoa.org This address includes ALL Triangle OA Intergroup members who have provided an e-mail address to the Hi-Tek chair.

chair@triangleoa.org

hitech@triangleoa.org

library@triangleoa.org

literature@triangleoa.org

news_liason@triangleoa.org

newsletter@triangleoa.org

outreach@triangleoa.org

public_info@triangleoa.org

retreat@triangleoa.org

secretary@triangleoa.org

soar8@triangleoa.org

special_events@triangleoa.org

treasurer@triangleoa.org

updates@triangleoa.org (Used to notify newsletter, web site, etc... about your meeting so new comers will get the correct information.)

vice_chair@triangleoa.org

ws_conf@triangleoa.org