

## Board Member duties and responsibilities:

### **Chair**

1. Represent R2 in all matters involving outside enterprises.
2. Propose an agenda of business items for R2 Assemblies and R2 Board meetings.
3. Chair R2 Assemblies and R2 Board meetings in accordance with the R2 Bylaws.
4. Develop and present activity reports at R2 Assemblies and R2 Board meetings. (Note: R2 Assembly report must be written and delivered to the R2 Secretary before the R2 Assembly begins.)
5. Submit an interim report to the Publications Coordinator to be included in the Assembly Packet.
6. Schedule Parliamentarian for R2 Assemblies.
7. Act as liaison to the R2 Committees as assigned.
8. Function as a fiduciary in matters requiring allocation and disbursement of the funds provided for R2 business.
9. Attend R2-sponsored activities, as directed, to represent R2 interests and support the activity.
10. Draft all correspondence from R2 directed within the fellowship of Overeaters Anonymous on matters affecting R2 as a whole.
11. Draft all correspondence between R2 and outside enterprises.
12. Serve as R2 delegate to the World Service Business Conference and provide a written report to the R2 Board and R2 Assemblies, including updated changes in the policies and procedures and bylaws.
13. Develop with the R2 Board the annual schedule for R2 Assemblies and R2 Board meetings.
14. Appoint R2 Committee Chairs and the R2 Representative to the Worlds Service Business Conference Reference Committee.
15. Sign R2 Assembly and R2 Board-approved legal contracts between R2 and outside enterprises as required.
16. Co-sign financial documents as requested by the R2 Treasurer.
17. Investigate and report to R2 Assembly on any Intergroup-raised issue affecting R2 as a whole.
18. Interact with other Region Chairs to continually seek improvements in R2 service.
19. Provide a written report to each Board member at every Board meeting.
20. Attend three annual meetings as part of the Regional Chairs Committee as follows:
  - a) One meeting with World Service Board of Trustees (date to be determined each year).
  - b) One meeting the day prior to the World Service Business Conference.
  - c) One meeting at a Regional Service Event (location/date to be determined each year).
21. Facilitate Service, Traditions & Concepts Workshops as needed.
22. Coordinate entertainment for assemblies with the Hosting intergroup.
23. Other duties as may be required by the R2 Assembly.
24. Assist in maintaining Region 2 website, as specified in Appendix A of this manual.

### **Vice Chair**

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Chair R2 Assemblies and R2 Board meetings in the absence of the Chair, in accordance with the R2 Bylaws.
3. Assume the position as Chair in an orderly manner in the event of an absence or vacancy.
4. Act as liaison to all R2 Intergroups.
5. Act as liaison to the R2 Committees as assigned.
6. Maintain a supply of R2 Board of Director applications.
7. Prepare and distribute newcomer packets for RR's at R2 Assemblies.
8. Update and distribute R2 speaker/leader list annually.
9. Coordinate Service, Traditions and Concepts Workshops.
10. Coordinate workshops and committee presentations at R2 Assemblies.
11. Facilitate R2 fund-raising efforts other than those under the responsibility of the Events Coordinator, i.e. Conventions and Special Events.
12. Co-sign financial documents as requested by the R2 Treasurer.
13. Provide a written report to each Board member at every Board meeting.
14. Provide a written report and present activity report at R2 Assemblies.
15. Submit an interim report to the Publications Coordinator to be included in the Assembly Packet.
16. Maintain Master Calendar for events held within R2.
17. Provide the R2 Master Calendar to the Newsletter Editor 60 days prior to the R2 Assembly.
18. Facilitate Service, Traditions and Concepts workshops as needed.
19. Assist in maintaining Region 2 website, as specified in Appendix A of this manual.
20. Other duties as may be required by the R2 Assembly or delegated by the R2 Chair.

### **Secretary**

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Record and transcribe minutes of all R2 board meetings and R2 Assemblies.
3. Record roll call of R2 Assemblies.
4. Act as liaison to R2 Committees as assigned.
5. Provide Ask-it-Basket, Motion forms, committee rosters, and voting ballots at R2 Assemblies.
6. Maintain R2 Committee logs.
7. Prepare an interim report, as well as the minutes, agenda, motions, etc. and deliver it to the Publications Coordinator for inclusion in the Assembly Packet.
8. Distribute and solicit responses to the R2 Assembly Evaluation forms at each assembly. Compile information and inform R2 Board of opinions and suggestions included in responses. Include information in report to the next assembly.
9. Provide forms for the R2 Assembly and R2 Board, as needed.
10. Type and submit all correspondence to Intergroups and Committee Chairs.
11. Draft correspondence to any routine matters covered by existing policy and procedure.
12. Maintain a record of approved minutes of all assemblies and board meetings.
13. Act as liaison between legal counsel and the R2 Board.
14. Co-sign financial documents as required by R2 Treasurer.
15. Sign (with the Chair) R2 Assembly, R2 and R2 Board-approved legal contracts between R2 and outside enterprises as required.
16. Provide a written report to each Board member at every Board meeting.
17. Other duties may be required by the R2 Assembly or delegated by the R2 Chair.
18. Maintain and distribute name tags for all RR's, Alternates and Visitors

at R2 Assemblies.

19. Send a welcome letter with enclosures to all new Intergroups.
20. Facilitate Service, Traditions and Concepts Workshops as needed.
21. Draft operating policies and procedures as directed by the R2 Assembly, the R2 Board, or as required by business operations.
22. Update the R2 Policy and Procedures manual and make it available as specified in the R2 Policy and Procedures Manual, Section VIII, K.
23. Assist in maintaining Region 2 website, as specified in Appendix A of this manual.

### **Publications Coordinator**

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Develop and supervise communications to RRs and intergroups via website, mailing, emails, etc. Communications will convey information on assemblies, conventions, financial assistance, news and education about Region 2, and other information requested by the R2 Board.
3. Prepare content of two mailings prior to each assembly, including one pre registration mailing and the packet mailing (to include cover letter and other enclosures listed in administrative assistant guidelines).
4. For each assembly, develop Assembly Packet to include copies of minutes, agenda, board reports, motions to amend the Bylaws or P&P manual, etc. and supervise distribution to all Intergroups, RRs and Unaffiliated Groups no later than 45 days prior to assembly as mandated in the Bylaws and/or Policy and Procedures manual.
5. Email RRs assembly information prior to assemblies; with RR listings and other information, as needed, post-assembly.
6. Maintain current R2 and RR addresses and phone numbers.
7. Provide Board Members with the current listing of RR's and Alternates after each assembly.
8. Act as liaison to the webmaster to the Region 2 website, including overseeing updates to ensure effectiveness and consistency of content (See Appendix A of this manual for specifics).
9. Act as liaison to R2 Committees as assigned.
10. Co-sign financial documents as requested by R2 Treasurer.
11. Provide a written report to each Board member at every Board meeting.
12. Provide a written report and present activity report at R2 Assemblies.
13. Submit an interim report to be included in the Assembly Packet.
14. Other duties as may be required by the R2 Assembly or delegated by the R2 Chair.
15. Facilitate Service, Traditions and Concepts Workshops as needed.

### **Treasurer**

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Supervise bookkeeper in maintaining all checking, savings and convention accounts established in the name of "Region 2 of Overeaters Anonymous, Inc" and using the online accounting system, Xero.
3. Supervise bookkeeper and act as guardian of all R2 expenditures, deposits, and donations
4. Funding Assistance: receive, evaluate and acquire board approval for various fund requests and applications. Examples: World Service Business Conference delegate assistance; Intergroup Funding Application Program (IFAP); Scholarships; Committee Chair; Health Fairs; Literature subsidy for New Meetings; and Mexico and Hawaii Intergroup Sponsorship which may include making travel arrangements.

5. Provide the Publications Coordinator in advance of each R2 Assembly: an interim report, along with a reporting of R2 funds. A Proposed Budget Report should be provided before the Fall Assembly. A Group Donation Summary report should be provided once yearly at the first assembly of the year with the information from the previous year. These will all be included in the Assembly Packet.
6. Co-sign documents for R2 expenditures, as specified in the R2 Bylaws.
7. Draft correspondence as needed for all financial matters including funding assistance, donations, invoices and requests for reimbursements.
8. Act as liaison with vendors, insurance companies, and the IRS.
9. Notify vendors of name/address of current Treasurer.
10. Create the annual Budget Subcommittee and chair the meeting.
11. The following applies to the two Convention accounts:
  - i. One account is for odd-numbered year conventions and the other one is for even-numbered year conventions.
  - ii. Each convention checking account will have \$1,000.00 'seed' money provided initially.
  - iii. An additional \$2,000.00 will be made available to the next convention 60 days before the current convention is held.
  - iv. Each account will be reduced to \$1,000.00 after its convention is completed.
2. Provide a written report and account of R2 funds to each Board member at every Board meeting regarding all contributions, disbursements and Board expenses.
3. Other duties may be required by the R2 Assembly or delegated by the R2 Chair.
4. Facilitate Service, Traditions and Concepts Workshops as needed.
5. Assist in maintaining Region 2 website, as specified in Appendix A of this manual.

### **Events Coordinator**

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Attend all R2 sponsored activities or arrange for alternate Board representation.
3. Make all meetings room space arrangements for R2 events, including Board meetings, R2 Assemblies and Conventions.
4. Act as a liaison to R2 Events and Convention committees.
5. Act as hotel and on-site liaison for the Region.
6. Co-sign R2 Assembly and R2 Board-approved contracts with the facilities.
7. Prepare emails concerning matters that involve R2 Convention Committees or other matters delegated by the R2 Chair.
8. Organize suggested changes from Convention Chairs for the R2 Convention Policy and Procedure Manual and submit them to the post convention subcommittee including incoming and outgoing Convention Chairs and a Board member (usually Events Coordinator) to implement changes to the Convention P&P.
9. Co-sign financial documents as requested by the R2 Treasurer.
10. Provide a written report to each Board member at every Board meeting.
11. Provide a written report and present activity report at R2 Assemblies.
12. Submit an interim report to the Publications Coordinator to be included in the Assembly Packet.
13. At R2 Assemblies, be responsible for the following:
  - a. Verify all meeting room space, set-up and materials.
  - b. Obtain additional items needed for R2 Assembly on site, as available. (Requests to be made in advance when possible.)
  - c. Coordinate with hotel staff and oversee all beverage/meal service ordered for meeting rooms as well as temperature of meeting room.
  - d. Oversee hotel (sleeping) rooms for Board members and reps from Mexico and Hawaii.

- e. Review bill with R2 Treasurer at end of R2 Assemblies and Conventions to verify charges.
  - f. Work with hotel to expedite restaurant staffing/service and airport pick-up during R2 Assemblies and Conventions.
14. At R2 Conventions, oversee hotel sleeping rooms for Board members, retiring Board members, and the next R2 Convention Chair. Arrange for a Master Account with the hotel.
  15. Other duties as may be requested by the R2 Assembly or delegated by the R2 Chair.
  16. Facilitate Service, Traditions and Concepts Workshops as needed.
  17. Assist in maintaining Region 2 website, as specified in Appendix A of this manual.