

Region 2 of Overeaters Anonymous, Inc.

Board Operating Manual

Section I - General Responsibilities and Duties of the R2 Board

Please refer to Region 2 Bylaws Article VIII – R2 Board

Further, it is the responsibility of the R2 Board to implement and carry out the wishes of the membership, as specified in the R2 Policy & Procedure Manual.

Section II – R2 Board Member Duties and Responsibilities

- A. All R2 Board members must submit a written report to each Board member at each Board meeting and to the Secretary at R2 Assembly.
- B. It is the responsibility of the designated Board member to see that a profit and loss statement be submitted to the R2 Board following each R2 event.
- C. The R2 Board shall develop and renew long and short term goals annually.
- D. 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 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. Maintain and distribute nametags for all RR's, Alternates and Visitors at R2 Assemblies.
8. Prepare and distribute newcomer packets for RR's at R2 Assemblies.
9. Update and distribute R2 speaker/leader list annually.
10. Coordinate Service, Traditions and Concepts Workshops.
11. Coordinate workshops and committee presentations at R2 Assemblies.
12. Facilitate R2 fund-raising efforts other than those under the responsibility of the Events Coordinator, i.e. Conventions and Special Events.
13. Co-sign financial documents as requested by the R2 Treasurer.
14. Provide a written report to each Board member at every Board meeting.
15. Provide a written report and present activity report at R2 Assemblies.
16. Submit interim report to the Publications Coordinator to be included in the Assembly Packet.
17. Maintain Master Calendar for events held within R2.
18. Provide the R2 Master Calendar to the Newsletter Editor 60 days prior to the R2 Assembly.
19. Oversee the R2 Display Board, scheduling use by requesting Intergroups, facilitated by the R2 administrative assistant.
20. Facilitate Service, Traditions and Concepts workshops as needed.

21. Assist in maintaining Region 2 website, as specified in Appendix A of this manual.
22. 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, Speed-Memos (for motions), 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 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 as may be required by the R2 Assembly or delegated by the R2 Chair.
18. Administer the R2 Audio library.
19. Send 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. Administer the R2 history and archives.
23. Update the R2 Policy and Procedures manual and make it available as specified in the R2 Policy and Procedures Manual, Section VIII, K.
24. 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 preregistration 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. Perform duties of R2 Newsletter Editor, developing R2 Newsletters as needed, Including board approved content, working with volunteer RRs on its design, coordinating with printer, etc.
11. Co-sign financial documents as requested by R2 Treasurer.
12. Provide a written report to each Board member at every Board meeting.
13. Provide a written report and present activity report at R2 Assemblies.
14. Submit interim report to be included in the Assembly Packet.
15. Other duties as may be required by the R2 Assembly or delegated by the R2 Chair.
16. Facilitate Service, Traditions and Concepts Workshops as needed.

Treasurer

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Maintain checking, savings and other accounts established in the name of "Region 2 of Overeaters Anonymous, Inc."
3. Be the guardian of all funds received and disbursed.
4. Act as liaison with the R2 Intergroup Funding Assistance Program (IFAP) and other committees as assigned.
5. Provide the most recent full period report to the R2 Newsletter Editor 60 days prior to the R2 Assembly.
6. Submit interim report to the Publications Coordinator to be included in the Assembly Packet.
7. Co-sign documents for R2 expenditures, as specified in the R2 Bylaws.
8. Submit a complete account of R2 funds at each meeting of the R2 Assembly.
9. Submit "Income From All Sources Treasurer's Report" annually, either at an R2 Assembly, in the R2 newsletter, or by mail.
10. Oversee the Administrative Assistant in matters relating to mail and financial procedures.
11. Draft correspondence for all financial matters including donations, invoices and requests for reimbursements.
12. Act as liaison with the accountants, insurance companies, and the IRS. Notify accountants of name/address of current Treasurer.
13. Maintain appropriate records showing all fiduciary transactions.
14. Create the annual Budget Subcommittee and chair the meeting.
15. Oversee the current R2 Convention Accounts, and other accounts. The following applies to the Convention accounts:
 - a. There will be two (2) Convention checking accounts. One for odd-numbered year conventions and one for even-numbered year conventions.
 - b. Each convention checking account will have \$1,000.00 'seed' money provided initially.
 - c. An additional \$2,000.00 in 'seed' money will be made available to the next convention 60 days after the current convention is held.
 - d. Each account will be reduced to \$1,000.00 after it's convention is completed.
16. Provide a written report to each Board member at every Board meeting regarding all contributions, disbursements and Board expenses.
17. Provide the R2 Assembly with the R2 donations report once yearly provided at the first assembly of the year with the information from the

previous fiscal year (which is the calendar year).

18. Other duties as may be required by the R2 Assembly or delegated by the R2 Chair.
19. Facilitate Service, Traditions and Concepts Workshops as needed.
20. 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 e-mails 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 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.