

Suggested OA Job Descriptions

These suggested job descriptions have been proven to be adequate guidelines for OA groups' individual service positions. If your group desires to use these guidelines, but determines at a business meeting to revise these guidelines, a copy of them may be downloaded from the Marin OA InterGroup Web site and revised accordingly.

Greeter

No abstinence requirement

6 mos. commitment

- Come 15 minutes before meeting starts
- Stand by the door
- Look each person in the eyes
- Extend a hand & welcome each/ask for their name if you don't know it
- Offer hug, but don't force it
- Introduce new people to member already at the meeting
- At the end of your commitment, please train your replacement. (Informed pass-it-on.)

Clean-up after meeting

No abstinence requirement

6 mos. commitment

- Return supplies to cabinet,
- Check meeting area for cups, etc.
- Turn off lights, including bathrooms (if applicable).
- Make sure all doors are locked (if applicable).
- Get back up to cover if you can't make it.
- At the end of your commitment, please train your replacement. (Informed pass-it-on.)

Room set up/break down

No abstinence requirement

6 mos. commitment

- Arrive at least 15 minutes before meeting begins
- Get volunteers to assist in setting up the room, placing chairs (and other furniture, if applicable) in the room's normal set up configuration.
- Get volunteers to assist you in breaking down the room, placing chairs (and other furniture, if applicable) where they belong.
- At the end of your commitment, please train your replacement. (Informed pass-it-on.)

Suggested OA Job Descriptions (Continued)

Secretary (May need key)

6 mos. Minimum abstinence

6 mos. commitment

- Get box of meeting supplies from storage place
- If no literature person is present, put out literature too.
- Distribute readings and pass out sign up book at agreed upon appropriate time.
- Start on time.
- Designate time keeper for shares (if applicable)
- Follow format exactly and on time.
- Be responsible for upholding “no crosstalk rules” and all OA traditions pertaining to how groups are led according to meeting guidelines
- Put things back into storage place.
- When appropriate, or as scheduled, hold business meeting based on issues brought up by members
- Make arrangements to have someone take your place if you can’t make the meeting.
- At the end of your commitment, please train your replacement. (Informed pass-it-on.)

Treasurer

6 mos. Minimum abstinence

1 yr. commitment

Must have personal bank account if group agrees to have you use it; if not, set up a bank account, or use existing account

- Attend each meeting and collect contributions from basket. Keep money separate.
- Maintain bank account /accounting for group.
- Make reports of finances when called upon to do so or during monthly Treasurers Report.
- Make monthly rent payments
- Reimburse expenses for group when needed with receipts. This includes beverages (if applicable) and literature.
- Make contributions to service entities regularly when there is money left over and always put your group’s number on checks or money orders. (See separate explanation of Prudent Reserve for donation formulae, addresses of these entities and group numbers.)
- If you cannot make your commitment for any reason, make arrangements for someone to take your place at the meeting.
- At the end of your commitment, please train your replacement. (Informed pass-it-on.)

Suggested OA Job Descriptions (Continued)

Intergroup Meeting Rep.

6 mos. minimum abstinence

6 mos. commitment

Monthly, second Saturday of the month, 9:15 to 10:15

- Report to the meeting (with applicable news, event literature) within the month after attending monthly Intergroup meeting.
- Be responsible to represent your group's views when voting on issues that affect the group.
- At the end of your commitment, please train your replacement. (Informed pass-it-on.)

Literature

6 mos. abstinence

6 mos. commitment

- Don't forget there's money and property involved in this commitment as well as showing up early for set-up and staying after the meeting for re-packing. Also it's really helpful if this person speaks up about the pamphlets and notices of upcoming events.
- Remains after the meeting to talk with newcomers.
- Arrive early enough to set up literature in a neat and orderly fashion.
- If the Secretary doesn't make an announcement about literature, during the "Announcement" portion of the meeting, make an announcement about literature that is based on the group's policies about literature.
- "Hi, I'm _____, a compulsive overeater and your literature person. There is OA literature (on the table, or wherever it is). The books are for sale at cost and the soft cover literature is free. (or) The books and soft covered literature are all for sale at cost. Please feel free to visit the literature table after the meeting is over."
- Then, you can highlight a few or bring attention to any OA activities flyers on the literature table. Say "thank you for letting me be of service."
- Order pamphlets and books as needed or requested by members at your meeting. Get a check or reimbursement from the group. Have the order sent to your address.
- If you cannot make your commitment for any reason, make arrangements for someone to take your place at the meeting.
- At the end of your commitment, please train your replacement. (Informed pass-it-on.)

Keep Available:

- Rainbow meeting schedules and other announcements from Intergroup Meetings from Intergroup Meeting Rep. who picks them up at monthly meetings free

Marin County OA Intergroup Web Site:

<http://www.oamarin.org>

Marin County OA Meetings:

<http://www.oamarin.org/meetings.html>

Literature Orders:

http://www overeatersanonymous.org/literature_catalog.htm