1. Responsibilities of All Intergroup Board Officers
2. Meeting Attendance. Officers shall attend all IG meetings unless prior notice is given or an emergency arises. Board members who expect to be absent should arrange for another Board member (or IR if necessary) to fulfill their duties at that meeting.
3. Correspondence. Shall provide the IG Chair with copies of all IG correspondence (sent or received).
4. Committee Attendance. All Board members may attend any and all committee meetings.
5. Transition. Outgoing board members are responsible for working with the incoming Board Officer to ensure a smooth transition.
6. Chairperson (Chair) Responsibilities
7. Preside at Meetings. Shall preside at all regular and special meetings of the IG, except in rare instances when the Vice-Chair shall be specifically notified of the need to stand in for the Chair.
8. Agenda. Shall be responsible for establishing an agenda for all IG meetings, and for maintaining the necessary direction and impetus to deal with that agenda within the scheduled meeting time.
9. Voting Privileges. Normally (traditionally) does not vote but may cast the deciding vote to break a tie or may vote to make a tie in order to continue discussion or postpone an unresolved issue.
10. Review Treasurer’s Report. Shall review the Treasurer’s report on a monthly basis.
11. Budget Committee. Shall serve on the Budget committee.
12. Recruting. Shall actively attempt to fill any open board positions.
13. Vice-Chairperson (Vice-Chair) Responsibilities
14. Shall serve in the absence of the Chairperson in all capacities listed above as needed.
15. Shall serve as interim Chair until the election of a new Chairperson if the office of Chairperson is formally vacated at any time other than during the normally scheduled elections.
16. Shall aid the Chairperson in any way that shall be deemed appropriate by the IG in accord with the Chair.
17. Shall Chair the Bylaws committee.
18. Audit Committee. Shall serve on the annual Audit Committee.
19. Secretary Responsibilities
	1. Meeting Minutes
		1. Take minutes of all Intergroup meetings.
		2. Send a copy of the minutes to all IG members and anyone else present at the meeting after the intergroup meeting. Giving one week after the IG meeting to reply with comments and changes
		3. At the end of the week, send amended minutes to be posted on our website Recipients include:
		4. Intergroup reps
		5. Board Members
		6. Webmaster (to post on the IG website)
		7. Anyone who has been present at the current and/or previous two (2) meetings unless such person has indicated specifically that they will not be attending future IG meetings. Note: This is intended to maintain continuity of information.
		8. Maintain a current list of IG and attendee’s contact information.
	2. Notifications
20. Changes in IG Information. Shall notify the World Service Office of any changes in Mid-Peninsula IG particulars (such as: Changes in board membership, contact information, and other similar information).
21. Treasurer Responsibilities
22. Bank account. Maintains an IG bank account for receipt and disbursal of IG funds.
	1. Both the Treasurer and Chair shall have access to this account with signing authority.
	2. This account may not be a personal account.
23. Monthly report. Submits a monthly report to the IG meeting for IG Board approval including:
	1. monthly activity,
	2. balance sheet, and
	3. copy of the current bank statement.
24. Provides archived financial records upon request. Any request should be funneled through the Chair.
25. Serves as Chairperson of the Budget Committee.
26. Region 2 (R2) Representative Responsibilities
27. Attend Region 2 Assembly meetings of Overeaters Anonymous and be present during all business sessions.
28. Serve on an R2 Committee and take an active role in the activities of the Region Assemblies.
29. Voice the group conscience of this Intergroup represent but know that you are responsible to the Region and OA as a whole.
30. Serve Overeaters Anonymous and Region 2 for the full term. Newly elected delegates shall begin their term at the first Assembly of the new year.
31. Length of Service. Serve no more than four (4) consecutive years, except for reasons to be decided by the group conscience of the Intergroup.
32. Reporting. Submit a written report listing the actions of the Region to the IG. The report shall be made within two (2) weeks (prefer by the next IG meeting) following attendance at Region 2 Assembly.
33. Provide the following information to appropriate Region 2 members:
	1. Verify that the Region has the correct names and addresses of the Region Representatives from your Intergroup. Also inform the Region of any address or phone number changes of the Region Representatives, Alternate, or the Intergroup.
	2. When a R2 Rep has resigned, he/she shall:
		1. Notify the R2 Publications Coordinator of the resignation at least 45 days prior to an R2 Assembly.
		2. Pass on the R2 Assembly booklet (containing R2 Assembly minutes, agenda, donations, and so forth) to the new R2 Rep or the Intergroup.
34. Share Intergroup newsletters and flyers with other R2 Representatives.
35. Keep your area informed of happenings in the Region and OA as a whole.
36. Know and understand the Twelve Traditions.
	1. Help them to be implemented in your Intergroup area.
	2. Problems with the Traditions should be brought to the attention of the parties involved or to the Region 2 Trustee/Board if additional help is needed.
37. May attend all standing committee meetings.
38. World Service Conference Delegate (WSCD) Responsibilities
39. Attend World Service Business Conferences (WSBC) of Overeaters Anonymous, and shall:
40. Arrive at WSBC Monday or Tuesday.
41. Serve on a WSBC committee.
42. Attend workshops.
43. Attend all voting sessions on Thursday, Friday and Saturday.
44. Share a room with another attendee, if possible.
45. Length of Service:
46. Serve Overeaters Anonymous and the World Service Business Conference until the following Conference.
47. Serve no more than four (4) consecutive years, except for reasons to be decided by the group conscience of the Intergroup.
48. Report:
49. Submit a written report listing the actions of the Conference to the IG.
50. The report shall be made within one (1) month following attendance at the Conference.
51. Committees: May attend all standing committee meetings.
52. The WS Representative may or may not also inform intergroup of WSO announcements on a monthly basis. Though the WSO information is openly online, the rep can bring news and present it at monthly IG meetings.
53. The WS Rep prepares and presents WSBC Agenda items to the IG for dissemination and recommendations from the membership and/or IG.
54. The WS Rep helps the intergroup president submit the IG’s preferences to WS prior to the final agenda setting.
55. The WS Rep can facilitate submission of items for the agenda to WSO for consideration at the WSBC.
56. WS Reps will be assigned and committed to a WSBC committee at the conference for an entire year. It is not optional.
57. WSBC bylaws state: WS Rep shall have a year of abstinence and 2 years of service above the group level, min. Though permission for exception, demand credible by the trustee, may be received by application to WSO.

Section 2. Officer Qualifications (for Officer responsibilities, see Sections 6. Responsibilities of Board Officers)

1. Qualifications For All Board Officers

 To serve, an IG Board member must:

1. Be actively working the Twelve Steps of OA.
2. Be familiar and willing to adhere to the Twelve Traditions of OA.
3. Be a regular attendee of at least one registered meeting group.
4. Abstinence requirement: Have six (6) months of current, continuous abstinence, unless otherwise noted.
5. Prior service requirement: Served six (6) months or more as an IR.
6. The qualifications above may be modified for any Board Officer position by a majority vote of the eligible voting IG members present.
7. Region 2 Representative Qualifications
8. Shall meet the qualifications specified in Article IV, Section 2. A. above.
9. Abstinence requirement: minimum six (6) months current, continuous abstinence.
10. Prior service requirement: six (6) months as a Intergroup Representative.
11. Number of Delegates: Mid-Peninsula Intergroup is entitled to one (1) representative for every ten (10) meetings or portion thereof.
12. World Service Delegates/Alternates Qualifications
13. Shall meet the qualifications specified in Article IV, Section 2. A. above.
14. Abstinence requirement: minimum one (1) year current, continuous abstinence (per World Service Bylaws).
15. Prior service requirement:
	1. At least two (2) years service beyond the group level (per World Service Bylaws).
	2. Served as Region 2 Representative at Regional Assembly.

Number of Delegates: Mid-Peninsula Intergroup is entitled to have one (1) qualified delegate for each fifteen meetings or portion thereof.