

SWFLOA INTERGROUP

Positions

**Intergroup meets the first Saturday
of the month at 10:35 am**

VIA ZOOM

Meeting ID:
244 200 4595
Passcode: SWFLOA

BY PHONE

1 301 715 8592
or 1 669 900 9128
ID: 244 200 4595
Passcode: 444710

Region 8 representative/alternative (Roz S.)

- ✓ Attend semiannual Region 8 business assemblies (at least partially subsidized by Intergroup)
- ✓ Write and promptly submit reports to Intergroup on information received at OA conference and business meetings
- ✓ Shall have at least one year of current abstinence

WSO rep (vacant)

- ✓ Attend World Service conferences and events (at least partially subsidized by Intergroup)
- ✓ Write and promptly submit reports to Intergroup on information received at OA conference and business meetings
- ✓ Shall have at least one year of current abstinence

12th Step Within (vacant) - committee

- ✓ Call, send cards or otherwise help OA members that need support
- ✓ Organize 12 Step Within event on 12/12

Website Manager (training in progress)

- ✓ Maintain SWFLOA meeting information on website
- ✓ Upload Intergroup Minutes after they are approved by Intergroup
- ✓ Upload flyers for all Intergroup events
- ✓ Upload flyers for non-Intergroup events at manager's discretion
- ✓ Update any other information on website as needed

Public Information (vacant) – committee

- ✓ Inform the public through disseminating OA information at community health fairs and other events
- ✓ Reach out to healthcare professionals; educational/counseling departments at local trade/vocational schools, FGCU, FSW, etc.
- ✓ Communicate with local media e.g., community newspapers, radio (public service announcements, talk shows), television, etc. while maintaining Tradition Eleven
- ✓ Maintain up to date inventory of OA literature (pamphlets, etc.)

Email Monitor (Jill B./Margie P.)

- ✓ Maintain Intergroup email account

Are you looking for rewarding experiences in OA? Are you interested in service opportunities? Could you use meaningful relationships with other OA members working toward common goals? Whatever your experience, you are welcome to join Southwest Florida Intergroup. See descriptions of the positions of Intergroup to find a good fit for you.

Chairperson (Jill B) Elected Position

- ✓ Preside at regular and special Intergroup meetings
- ✓ Establish the agenda for all Intergroup meetings
- ✓ May cast the deciding vote to break a tie, but may not otherwise vote on Intergroup matters, including votes requiring ballots
- ✓ Attend all standing committee meetings (but not required to do so)
- ✓ Conduit to the World Service Office (WSO) and as such receive and disseminate, as appropriate mail and communication from WSO and Region 8

Vice Chairperson (Carol G.) Elected Position

- ✓ Serve in absence of the chairperson
- ✓ Serve as Intergroup liaison with all meetings in the Intergroup by contacting meeting representatives within Lee, Collier and Hendry counties, who are not and have not been available for intergroup monthly meetings
- ✓ Contact all board members prior to the next Intergroup meeting

Secretary (Gil P.) Elected Position

- ✓ Maintain minutes of all Intergroup meetings
- ✓ Submit copies of minutes to each Intergroup board member
- ✓ Send approved minutes to website manager
- ✓ Maintain a file of all minutes of past meetings

Treasurer (Pat H.) Elected Position

- ✓ Set up and maintain checking and savings accounts
- ✓ Deposit money from groups
- ✓ Pay bills as approved by Intergroup
- ✓ Send quarterly contributions to WSO and Region 8
- ✓ Maintain/transfer VENMO and/or PayPal accounts
- ✓ Create monthly treasurer's report
- ✓ Attend monthly Intergroup meeting

Intergroup Representatives (many meetings need Reps)

- ✓ Appointed or elected by their individual home meetings to attend each Intergroup board meeting
- ✓ Report information from Intergroup, Region 8 and World Service office to meeting members during announcement or business meeting times
- ✓ Each meeting determines length of a representative's service and abstinence requirement

Meeting List Coordinator (Ellen B.)

- ✓ Maintain and distribute a list of local meetings

For additional information contact:

Jill B. 310-968-3741

