

Northern Virginia Outreach Intergroup Procedures Manual

This Procedures Manual is an informal guide to the standard operating procedures of the Northern Virginia Outreach Intergroup of Overeaters Anonymous (NOVAIG). Its purpose is to provide a reference for educating new Intergroup Representatives and new Intergroup Board Officers in the actual details of Intergroup functions. As such, this document is less formal than the by-laws. Where an actual practice has been specifically voted on by NOVAIG, the date of the vote should be noted.

NOTE: When you have completed your service as a NOVAIG Representative, we ask that you pass this Procedures Manual (and any other relevant materials) on to your successor.

Tradition Five: Each OA group has but one primary purpose, to carry the message to the compulsive eater who still suffers.

Refer to www.oanova.org for information concerning:

- The OA Bylaws
- *NoVAtions* (Northern VA IG Newsletter)
- *Where & When* Meeting List
- Group Resources
- Upcoming Events
- Current Information

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Abbreviations and Acronyms

IDEA Day	International Day for Experiencing Abstinence
IG OPs	Intergroup Operations
OA	Overeaters Anonymous
NOVAIG	Northern Virginia Outreach Intergroup
R7	Region 7
WSBC	World Service Business Conference
WSO	World Service Business Office

Typical Schedule

Monthly:

- Intergroup Meetings
Intergroup meets from 10:00 AM to Noon at Hope Lutheran Church (4604 Ravensworth Road, Annandale, VA 22003) on the third Saturday of each month.
- [IG OPs meetings were not used in 2019; we used email.][IG OPs Meetings
Face-to-face meetings and/or conference calls among Intergroup Board Officers may occur at any time between formal Intergroup meetings, as needed, to conduct Business Operations of Intergroup.]
- Publish newsletter (*NoVAtions*) periodically.

Bi-Monthly:

- Publish meeting list (*Where & When*) regularly.

Yearly:

- NOVAIG may wish to sponsor, or seek a meeting to sponsor, events on OA's worldwide events days/weekends. For OA's worldwide event days, see <https://oa.org/members/events/>. Note that it sometimes takes them a while to update the dates to the current year.
- NOVAIG may also wish to sponsor, or seek a meeting to sponsor, other events, such as a Promises event, workshops, a retreat, etc.
- For World Service Business Conference (WSBC) dates and deadlines, see
 - WSBC general information page
 - <https://oa.org/members/events/world-service-business-conference/>
 - Important dates for 2020
 - <https://oa.org/files/pdf/Important-Dates-20.pdf>
- Region 7
 - Region 7's Spring and Fall Assemblies dates are on the Region 7 website Assemblies page. Note deadlines for registration and other processes, including:
 - New business motions must be submitted to Region 7 at least 60 days prior to upcoming Assembly
 - Nominations for Region 7 Board positions must be made at least 60 days prior to upcoming Assembly
 - Region 7's Convention dates are at on the Region 7 website Events page.
- January
 - Trusted Servants that have been elected in December assume duties:

- Board Officers, R7 Reps and WSO Delegates
 - Webmaster
 - *NoVA*tions Editor(s)
 - *Where & When* Editor
 - OA's Birthday – third weekend of the month
 - Deadline to register WSBC delegates for upcoming WSBC. World Service requests that we register WSBC delegates in February [, but in practice they can be registered up to the last minute.
 - *Think ahead*: Perhaps tell IG Reps to review WSBC motions in advance of February IG meeting. The Chair may instruct IG Reps that the purpose of considering proposed agenda items is to express views on what WSBC should spend its limited time on. It may be better to vote against all agenda proposals except those that NoVA would like to debated and ultimately approved.
- February
 - OA Unity Day—last Saturday (even years)/Sunday (odd years) of the month at 11:30am (PST); can be held in conjunction with other local Intergroups (DC Metro, Baltimore, Annapolis)
 - IG must review and vote on WSBC agenda items from WSO and submit to WSO
 - March/April
 - R7 Representatives attend Spring Assembly
 - May
 - Delegates attend WSBC
 - Treasurer takes lead in developing budget, working with Chair. IG Board Reviews and presents draft budget.
 - June
 - Vote on (approve) new budget
 - July
 - Fiscal year begins July 1
 - August
 - World Service Convention (every three/four years) (next in 2020)
 - Sponsorship Day – third weekend of the month (beginning in 2017)
 - September/October
 - R7 Representatives attend Fall Assembly
 - Approve funding for Region 7 Convention raffle basket and get a volunteer(s) to acquire the basket and get it to the Region 7 Convention.
 - *Think ahead*: Motions for WSBC the following year are due December 10, so if NoVA is going to submit any motions, it would be good to have initial discussion in October for decision no later than November, for submission by the deadline.
 - October
 - Promises Meeting (this is an optional event: may occur in October or any other month)
 - Begin process for NOVAIG Board elections
 - Qualifications are one year of abstinence and service requirements which are contained in the NOVAIG Bylaws.
 - Officers include:
 - Chair
 - Vice Chair
 - Treasurer

- Secretary
 - Begin process for R7 & WSBC delegate elections
 - We are entitled to send:
 - 1 R7 representative for every 10 meetings
 - 1 World Service representative for every 15 meetings
- November
 - R7 Convention
 - IDEA Day - third weekend of the month
 - Thanksgiving marathon (historically sponsored by the Sunrise meetings)
 - Officers conduct review of invoices, receipts, bank statements, etc. for the past calendar year. Reconciliations made as needed.
- December
 - Elections for Board Officers
 - Elections for Representatives and Delegates
 - Affirmation by vote for Webmaster, *NoVA*tions Editor(s), *Where & When* Editor
 - Twelfth Step Within Day on 12/12
 - Deadline to submit WSBC agenda items to WSO is December 10 (before the IG meeting)

Parliamentary Procedure

Intergroup meetings are usually run according to a relaxed form of parliamentary procedure (see Robert's Rules of Order for some guidance). Motions need to be moved and seconded before they can be discussed and voted upon. Usually we do not resort to limits on debate, although to speed things up the Chair may limit debate to three pros and three cons on an issue, as it is done at the WSBC. When an item is being debated, it is suggested that representatives only speak up if they want to speak to a point that has not already been covered. In order to get a feel for consensus, a non-binding straw poll may be conducted. The Chair may table a motion/discussion in the best interests of the IG and the process.

Seventh Tradition Procedures

Northern Virginia Outreach Intergroup (suggested contribution 60%)

Contribute online:

Member groups are encouraged to use PayPal for their donations through
 novaintergroupmoney@gmail.com

Or by mail:

P.O. Box 1992
 Annandale, VA 22003

Check/money order should be made payable to Northern Virginia Outreach Intergroup (NOVAIG) and must include the OA group number on the check. The cancelled check will serve as receipt of contribution.

Region 7 Inc. (suggested contribution 10%)

Contribute online:

To use PayPal via R7 website: <http://oaregion7.org/home/contributions-page/>

The OA group number must be included (in the PayPal comment line).

World Service Office (suggested contribution 30%)

Contribute online:

<https://oa.org/contribute/>

Or by mail:

P.O. Box 44020

Rio Rancho, NM 87174-4020

Check/money order should be made payable to World Service Office and must include the OA group number.

Expenditures and Prudent Reserve

Budgeted Expenditures:

The Treasurer can make some payments for expenditures on NOVAIG Budget without a vote from NOVAIG. These expenditures include:

- Telephone
- Website
- Printing and Copying
- Postage
- Post Office Box
- Supplies
- Reasonable expenses of sending representatives to R7 and World Service in accordance with NOVAIG policy (see page 7)
- Rent for NOVAIG meeting location

If the Treasurer has a concern about the reasonableness of the expense, s/he should discuss the matter with the Chair or may bring the item to NOVAIG for approval.

Written documentation must be provided with all requests for reimbursements. If a receipt is missing, then a written note describing the nature of the expense should be included with the request.

Non-Budgeted Expenditures

A voting majority of NOVAIG Board Officers may authorize **non-budgeted** expenditures up to \$75 without a vote of NOVAIG.

In emergency situations which must be acted on before the next Intergroup meeting, a majority of the Board Officers may act on behalf of NOVAIG.

New Meetings

NOVAIG will provide seed money to help start new meetings. Seed money for new group start-up is limited to \$50 maximum to help defray literature or meeting space expenses.

Events

Meetings, an IG entity (e.g., subcommittee or Board) and/or a group of OA members wishing to sponsor an event may request funding. A short oral or written request is sufficient, stating the purpose of the event and the approximate timeframe. Normally, if funding is available, NOVAIG will approve estimated expenses or, if not yet determined, IG will approve \$200 for a potential event to cover reasonable expenses (e.g., rent, materials, speaker travel). If necessary, IG can approve additional funding.

The sponsoring meeting, NOVAIG entity or group of NoVA OA members will establish an appropriate suggested donation and will collect donations/event income, as appropriate. The sponsoring meeting, IG entity or group of NoVA OA members will submit receipts up to the approved amount, after event income. (That is, event income is used to cover expenses first, then the IG-approved funding.)

Region 7-related expenses

NOVAIG typically funds a raffle basked at the Region 7 Convention (up to \$100 in 2018-2019).

NOVAIG also funds the purchase of Region 7 journals. (In 2019 and probably previously, this was done as a “revolving fund” – NOVAIG purchases and resells at cost, and can then purchase more. Amount in 2019 was \$100 for approximately 10 journals. Purchasing at a Region 7 event eliminates postage.)

Prudent Reserve

Since delegate expenses peak in May with the expense of sending delegates to WSBC, it is suggested that NOVAIG anticipate this need and put funds aside to cover these expenses along with R7, building usage, and *Where & When* printing. The purpose of the Prudent Reserve is to make certain at least 3 months of operating expenses are on hand at all times. All contributions to Intergroup are considered General Funds unless specified by the donor and accepted by Intergroup.

Monthly Reports

Chair

Each month the Chair will make an oral report on any announcements or news from Region 7 and/or World Service. The Chair may also report on behalf on any Subcommittees as needed. The Chair will also present on the past month’s activity on the Information Line and present highlights from the Website report. The Chair may also report on any business from the IG OPs meeting as needed.

Treasurer

Each month, the Treasurer provides a written report (spreadsheet) to NOVAIG on its financial position. The report lists activity for both the most recent month and the year-to-date numbers in relation to the budget line items.

The report contains:

1. An itemized list of contributions by group. This is important so that Intergroup representatives can easily verify that their contributions have been received.
2. A balance sheet listing the assets and liabilities of NOVAIG including bank account balances and fund balances.
3. An income and expense statement listing itemized expenses and sources of income, including all reported 7th Tradition contributions from Subcommittee or IG Special Events and any reimbursements.

In preparation for the start of the fiscal year on July 1, the officers should develop an operating budget, project income and expenses for the next twelve months and perform a detailed review of all financial transactions and documents such as bank statements, invoices and receipts since the beginning of the fiscal year.

The budget should be presented to Intergroup in May and voted on in June.

Vice Chair

The Vice Chair will report on activities as needed.

Secretary

Each month the Secretary will present the minutes from the previous meeting. Corrections will be made as needed and the minutes will be presented for a vote.

Subcommittee Chair(s)

Each month Subcommittee Chairs, or designees, will report on the subcommittee's activities since the last meeting. The report may be in person or in writing. The Chair may read short written reports at the IG meeting. Written reports that are to be circulated with the NOVAIG meeting packet should be submitted to the NOVAIG secretary (and chair for information) by the Monday before NOVAIG meeting, to be included in the materials distributed for the meeting.

Region 7 and WSBC Reports

Region 7 Reps will report on fall and spring assemblies and WSO Delegates will present on the WSBC.

Record Retention Procedures

Minutes, agendas, Treasurer Reports and recording release forms, etc. will be kept indefinitely online in the secure IG Rep section of oanova.org and reviewed on an annual basis by the Vice Chairman. Bank statements, invoices and receipts shall be discarded after the annual reviews are completed.

Event/ Speaker Recordings

Kept as podcasts on oanova.org on an indefinite basis. Speaker release forms (consent to post the podcast) are kept on file.

Supplies and Equipment

This may include a recorder, coffee pots, etc. These will be kept by volunteers on an as needed basis.

Delegate Funding Guidelines

Each Delegate to R7 Assemblies and WSBC will be fully funded as follows:

R7 Assemblies

- Registration
- Two (2) nights at Assembly hotel based on two (2) person occupancy (in a case where a good faith effort has been made but no roommate is available, the full rate will be funded)
- Gas and tolls to and from the event – receipts required or the current IRS volunteer mileage allowance plus tolls. Two (2) days per diem for meals and sundry expenses in the amount of \$40 per day, or the actual expense, whichever is less.

- Written documentation must be provided with all requests for reimbursements. If a receipt is missing, then a written note describing the nature of the expense should be included with the request.

WSBC

- Registration
- Round-trip airfare and checked bag fees each way for 1 bag
- Transportation between the hotel and airport.
- Up to six (6) nights at conference hotel based on two (2) person occupancy (in a case where a good faith effort has been made but no roommate is available, the full rate will be funded), refrigerator fee if needed
- Up to six (6) days per diem at \$45 per day for meals and sundry expenses
- Written documentation must be provided with all requests for reimbursements. If a receipt is missing, then a written note describing the nature of the expense should be included with the request

OA NoVA Website (www.oanova.org)

Standard Operating Procedures and Requirements for posting material on the website:

- Events, announcements, and other material for posting on the NoVA Intergroup’s website at www.oanova.org will be submitted either (1) by email to webmaster@oanova.org; or (2) by using the fillable forms (e.g., for events and meeting changes) on the website. Senders must provide contact information for answering any webmaster questions. Material received without contact information may be discarded.
- Submissions must comply with the Twelve Traditions of OA (e.g., no last names, no links to non-OA sources) and with OA’s copyright requirements, if relevant.
- The events, announcements, or material must come from a recognized OA source (e.g., an Intergroup committee, NoVA OA meeting, a NoVA OA member or group of members, another Intergroup, Region 7, or OA World Service).
- The webmaster will review items submitted for posting for compliance with these requirements. If the webmaster is uncertain of the source or whether it complies with the requirements, s/he will contact the submitter for clarification or resolution of the concern and consult with the NoVA IG Board members before posting it on the website.
- Any draft material being posted for comment must be clearly marked “draft” with instructions for where to provide comment. Draft material must state that: (1) the material has not been approved by Intergroup; and (2) it is provided for comment and discussion purposes only.
- Any final material asserting to represent NoVA IG (e.g., locally-produced literature, NoVA IG Bylaws or Standards) must be approved by the IG before posting.
- Material will be posted in a timely manner. If it is not possible to do so within 7 days, the webmaster should notify the IG Board and, if appropriate, the submitter.

Meeting List (*Where & When*), PDF and online meeting database

The meeting list is published regularly (currently every other month). Any new information is incorporated into the *Where & When* and prepared for reproduction by the *Where & When Editor* and/or

the Webmaster, since the *Where & When* is also available at oanova.org. Meetings are responsible for keeping their meeting information up to date on the www.oa.org meetings list.

At least annually, under the leadership of the Vice Chair or another volunteer, NOVAIG may seek to ensure that the *Where & When* is current and as accurate as possible, by reaching out to listed groups to ask that they confirm and/or update their meeting information.

Newsletter (*NoVA*tions)

We print *NoVA*tions ten or more times per year. Articles should be sent to the *NoVA*tions editor(s) at novations@oanova.org

Copies of *NoVA*tions and *Where & When* are picked up from the printer and delivered to the Intergroup meeting for distribution to meetings via Intergroup Representatives.

Members can also receive *NoVA*tions by email.

Telephone Information Line

We maintain our (703) 823-6682 (NOVA) number via an account with American Segway Answering Service.

Intergroup Representatives

Job Description:

- Attend monthly NOVAIG Intergroup meetings to represent their OA meeting and participate in NOVAIG discussions and decisions.
- Report back to their OA meeting all relevant Intergroup news such as:
 - Solicit feedback from member meetings on topics as they arise
 - Meeting changes
 - Upcoming special events
 - R7 and World Service news
 - Group conscience decisions
 - Distribute to their meetings copies of *Where & When*, *NoVA*tions and flyers for OA events such as retreats, workshops, and marathons
 - Serve on or Chair Intergroup Subcommittees

Board Officers

Requirements for Officers (abstinence, length of service, etc.) as well as election procedures are in the by-laws. NOVAIG amended the Bylaws in November 2019 to allow submission of a statement of intent (as an alternative to being present for election). The statement of intent should discuss the candidate's interest and qualifications, and should be distributed before or at the election meeting, or read aloud at the election meeting.

Job Description: Chair

- Presides over monthly Intergroup meeting

- Creates the Intergroup meeting agenda with review/input from other Officers
- *As needed:* Creates IG OPs agenda with other Officers, and presides over IG OPs meetings
- Delegates tasks as much as possible
- Responds to and distributes correspondence from World Service, R7, and other service bodies when appropriate
- Serves as main point of contact with the church and holds a key
- Serves as second person bank account/check signing authority, and holds back-up post office key
- Maintains/knows account access information for assorted technology (website if there is no other back-up, dropbox, mailchimp, etc.)

Job Description: Vice Chair

- Assists the Chair as needed
- Fills in for the Chair, when necessary
- May chair a Subcommittee
- May prepare monthly Announcements page for NOVAIG representatives
- May work with Chair and Webmaster to keep the Calendar of Events up-to-date with correct info for all NOVAIG events, along with pertinent R7 or WSO event announcements
- In the event the Chair position becomes vacant, the Vice Chair becomes the Chair until the next election.

Job Description: Treasurer

Monthly/ongoing

- Deposits donations into the NOVAIG checking account
- Disburses funds in accordance with NOVAIG policy
- Emails electronic version of Treasurer's Report prior to monthly IG meeting
- Presents monthly reports to NOVAIG about IG financial condition (in person or in writing).
- Gets mail at P.O. box and holds the P.O. box key
- Reviews and reconciles bank statements
- Is the primary responsible person on NOVAIG bank account. Holds bank debit card
- May chair a subcommittee on NOVAIG financial matters
- Researches and makes recommendations to NOVAIG on financial matters, as appropriate
- If desired for *NoVA*tions, may forward list of meetings which contributed to *NoVA*tions editor
- *Attendance:* Per discussion at NOVAIG meeting of November 2019, Treasurer attendance at every meeting is not expected (and regarding Bylaws Article IV Section 7, missing more than four meetings in a year is not a problem). The priority is for participation in the relevant NOVAIG meetings to present the draft budget and final budget.

Annual Budget

- In spring, develops draft annual budget for upcoming (July-June) fiscal year, in coordination with the Chair and others as appropriate; presents draft for NOVAIG discussion; prepares final budget, again in coordination with others as appropriate, and presents it for approval
- Provides input to NOVAIG and/or Board regarding the budget, as requested

Job Description: Secretary

- Takes minutes of the monthly Intergroup meeting
- Distributes minutes to officers and attendees at the meeting for comment prior to the next month's meeting
- Makes corrections to minutes, as needed

- Prints copies for the packet for the meeting, including current meeting agenda and any key documents for the meeting, **unless** other arrangements are made for this (e.g., another person does this, or it is sent to the printer). This is so that attendees have the required documents/information, and the meeting can be efficient and productive. (*Note:* if the packet of documents is sent to the printer, costs can be reduced by putting all materials in a single pdf file, so that only one file needs to be opened.)
- Prints the sign-in sheet for meeting attendees for each meeting. Maintains NOVAIG attendance sheet, the list of meeting attendees including name, phone numbers, and email addresses
- Informs World Service of any changes in Intergroup information
- Emails monthly e-package to all IG Reps prior to the monthly IG meeting

Job Description: R7 Representative(s)/WSBC Delegate(s)

- Attends R7 business assemblies in spring and fall
- Attends WSBC which meets for five days in early to mid-May in New Mexico
- Provides written and oral reports to NOVAIG regarding R7 Assemblies and WSBC decisions
- Upon invitation, reports to local groups what happened at R7 Assemblies and WSBC meetings
- Encouraged to attend NOVAIG meetings. (November 2019 NOVAIG amended Bylaws, eliminating requirement to attend 6 NOVAIG meetings per year, to allow more people to be Region reps.)

Intergroup Operations

Board Officers (through IG OPs and/or email) handles routine Intergroup business between Intergroup meetings including:

- Intergroup finances
- Agenda preparations
- By-laws
- Regional and World Service business items
- Intergroup procedures manual
- Nominations for Officers
- Other business as delegated by the Chair

Subcommittees

NOVAIG may establish *ad hoc* subcommittees (informally called “committees”) as needed. Current subcommittees are listed below.

Subcommittees are led by a Chair or Co-chairs. Chairs/Co-chairs may be elected by NOVAIG, or may be elected by their committees (in which case the committee will inform NOVAIG). Responsibilities of Chair/Co-chairs include:

- Lead/organize the committee’s work;
- Report to NOVAIG on the committee’s activities or designate someone to do so (see monthly reports);
- When attending a NOVAIG meeting, participate in NOVAIG discussions/decisions. (*Note:* Chairs and, by extension Co-chairs, are designated voting members by Bylaws Article III, Section 1.)
- Contribute to NOVAIG’s budget process with recommendations related to the committee;

- Submit funding requests as necessary, and ensure that funds budgeted to the subcommittee are used appropriately and receipts are submitted for reimbursement (by the Chair or others on the subcommittee).

Special Event Subcommittee(s)

One or more event subcommittee(s) plan workshops and special events such as:

- Retreats
- One-day events
- Marathons

Budget expenses are pre-approved by NOVAIG and all monies expended and received are fully reported to the Treasurer for the monthly report.

The event subcommittee is responsible for publicity, logistics, registration and volunteer coordination. (Note: Events may also be organized by others, such as a meeting, the IG Board, or a group of OA member. The Special Events subcommittee(s) is not required to be involved in events.)

Public Outreach Subcommittee

This subcommittee seeks ways to carry the message about OA outside the fellowship. These may include:

- Special events open to the general public
- Outreach to schools, community organizations, military bases, other institutions
- Arranging for media stories about OA
- Public service announcements and displays, including health fairs
- Cooperating with professionals such as doctors, nutritionists, and institutions such as hospitals

Sponsorship Subcommittee

This subcommittee supports sponsorship in OA in Northern Virginia. The subcommittee can do workshops, provide resources, answers questions, help people find sponsors and other connections, and maintain information about sponsorship and the committee's activities on the website (www.oanova.org). The subcommittee pays special attention to those who are thinking about becoming sponsors, new sponsors, and people who have questions or challenges about sponsorship.

Locally Produced Literature Subcommittee

This subcommittee helps NOVAIG create OA literature in Northern Virginia, where there is a gap or a need for our local OA membership. The goal is to help OA members' abstinence and recovery, through the written word. Information about locally-produced literature is on the website (www.oanova.org).

The Committee follows the OA Guidelines for Locally Produced Literature

(<https://oa.org/guidelines/guidelines-for-locally-produced-literature/>).

(Note: If the subcommittee becomes inactive, this text should be maintained, to keep the reference to the OA Guidelines: In the event that Intergroup chooses to publish locally produced literature, a subcommittee will be formed to develop and/or review document(s) according to *OA Guidelines for Locally Produced Literature*.)

Website Committee

This subcommittee is handling the redesign of the NOVAIG website (www.oanova.org).

Fun and Fellowship Subcommittee

This subcommittee seeks to support recovery by promoting fun and fellowship.

Twelfth Step Within Subcommittee

In accordance with our fifth tradition, this subcommittee seeks ways to carry the message about OA inside the fellowship. The subcommittee may sponsor events or use other means including direct contact to meetings, surveys, literature, the website, etc. If needed in addition to NOVAIG's existing systems described above, the subcommittee may support:

- Telephone Information Line
- *Where & When* Meeting List
- *NoVAtions*

Institutional Knowledge

Former Officers (may not all be available): Kitty Vitko, Dick Dorr, Jim Angel, Maria Buckley, Jessica Warner, Gail Van Buren, Kathleen Pollak, Kirsten Habib, Maria G., Peggy B., Rachel B.