

Northern Virginia 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 give new Intergroup Representatives and new Intergroup Board Officers an overview of how Intergroup functions. As such, this document is less formal than the NOVAIG Bylaws. Where a practice has been voted on by NOVAIG, the date of the vote should be noted.

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

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

Refer to www.oanova.org for information concerning:

- NOVAIG Bylaws
- *NoVAtions* (NOVAIG 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 Intergroup
R7	Region 7
WSBC	World Service Business Conference
WSO	World Service Office

Typical Schedule

Monthly:

- Intergroup meetings
Intergroup meets on Zoom from 10-11 AM on the third Saturday of each month using the Intergroup Zoom account at # **815 2874 7246** password **12x12x12**. Link: <https://us02web.zoom.us/j/81528747246?pwd=V2xBbTREZ3JKL0s4RDlmUjdkU3hMZz09>
Intergroup Board Officers may meet face-to-face or via conference or video calls between formal meetings as needed to conduct business operations.

Periodically:

- Publish *NoVAtions*, the NOVAIG newsletter

Yearly:

- NOVAIG may 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 OA a while to update the dates to the current year.)
- NOVAIG may also sponsor, or seek a meeting to sponsor, other events, such as a Promises event, workshop, or retreat.
- The dates and deadlines for the annual World Service Business Conference (WSBC), see
 - WSBC general information page
 - <https://oa.org/members/events/world-service-business-conference/>
 - Important dates for the coming year
 - <https://oa.org/event-calendar/>
- 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 these:
 - New business motions must be submitted to Region 7 at least 60 days prior to the upcoming Assembly
 - Nominations for Region 7 Board positions must be made at least 60 days prior to the upcoming Assembly
 - Region 7's Convention dates are on the Region 7 website Events page.

- January
 - Trusted Servants who have been elected in December assume duties in January:
 - Board Officers
 - R7 Reps
 - WSO Delegates
 - Webmaster
 - NoVAations Editor(s)
 - Where & When Editor
 - OA's birthday is celebrated the third weekend of the month.
 - The deadline to register WSBC delegates for the upcoming WSBC. World Service requests that intergroups 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 NOVAIG would like to have debated and ultimately approved.
- February
 - OA Unity Day is held the last Saturday of even years and the last Sunday odd years at 11:30am PST; NOVAIG can hold it in conjunction with other local Intergroups (DC Metro, Baltimore, Annapolis).
 - NOVAIG 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.
 - The treasurer takes the lead in developing the budget, working with Chair. The IG Board reviews and presents the draft budget to NOVAIG.
- June
 - NOVAIG votes on (approves) the new budget.
- July
 - The fiscal year begins July 1.
- August
 - World Service Convention is held every three or four years.
 - Sponsorship Day is held the third weekend of the month.
- September/October
 - NOVAIG approves funding for a Region 7 Convention raffle basket and gets a volunteer or volunteers to acquire the basket and get it to the Region 7 Convention.
 - R7 Representatives attend the Fall Assembly.
 - *Think ahead:* Motions for WSBC the following year are due December 10, so if NOVAIG is going to submit any motions, it would be good to have an initial discussion in October for a decision no later than November.
- October
 - Promises meeting (optional, and it may occur in October or any other month).
 - Begin the process for NOVAIG Board elections.

- The NOVAIG Bylaws contain the qualifications, including one year of abstinence and service requirements.
- Officers are:
 - Chair
 - Vice Chair
 - Treasurer
 - Secretary
- Begin the process for elections of R7 representatives and WSBC delegate. NOVAIG is entitled to send:
 - One R7 representative for every 10 meetings
 - One World Service representative for every 15 meetings
- November
 - R7 Convention
 - IDEA Day is held the third weekend of the month
 - Thanksgiving marathon (historically sponsored by the Sunrise meetings)
 - Officers conduct a review of invoices, receipts, bank statements, etc., for the past calendar year and reconcile as needed.
- December
 - Elections for Board Officers
 - Elections for R7 Representatives and Delegates
 - Affirmation by vote for Webmaster, *NoVAtions* Editor(s), *Where & When* Editor
 - Twelfth Step Within Day December 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 guidance). Motions need to be moved and seconded before they can be discussed and voted upon. Usually, NOVAIG does 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 speak only if they want to address a point that has not already been covered. To get a feel for consensus, a non-binding straw poll may be conducted. The Chair may table a motion or discussion in the best interests of the IG and the process.

Seventh Tradition Procedures

NOVAIG suggests that groups—after paying expenses and setting aside a prudent reserve—support IG (60%), Region 7 (30%), and the World Service Office (10%).

Northern Virginia Intergroup (suggested contribution 60%)

Contribute online: Use PayPal through TBD

Or

<https://oanova.org/donate/>

Or by mail:

Northern Virginia Intergroup
P.O. Box 1992
Annandale, VA 22003

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

Region 7 Inc. (suggested contribution 10%)

Contribute online:

To use PayPal via the R7 website, go to <http://oaregion7.org/home/contributions-page/>
The OA group number must be included in the PayPal comment line.

Or go directly to PayPal and send contributions to treasurer@oaregion7.org.

World Service Office (suggested contribution 30%)

Contribute online:

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

Or by mail:

World Service Office
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.

Intergroup Contributions to Region 7 and World Service Office

The Treasurer will make IG 7th tradition donations electronically using the Intergroup banking e-payment options (credit card, automatic e-payments). Receipt for the record will be the monthly bank account and credit card statements. As a rule, based on guidance from the Region 7 Treasurer, any surplus of funds may be sent to the WSO. The Treasurer is encouraged to check with the Region 7 Treasurer to verify any needs they may have. Otherwise, the 7th Tradition guidance outlined above is acceptable.

Updated October 2025: Intergroup contributions: 80% to WSO; 20% to Region 7.

Expenditures and Prudent Reserve

Budgeted Expenditures:

The Treasurer can pay for the following expenses without a vote from NOVAIG:

- Telephone and Zoom
- 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 meetings are held in person

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

Written documentation must be provided with all requests for reimbursements. If a receipt is missing, a written note describing the nature of the expense must 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 that must be acted on before the next Intergroup meeting, a majority of the Board Officers may act on behalf of NOVAIG.

New Meetings

NOVAIG can provide seed money to help start new meetings. Seed money for new group start-up is limited to \$50 maximum to help defray the cost of literature and the meeting space.

Events

Meetings, an IG entity (such as a subcommittee or Board), and/or a group of NOVA 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 an estimate hadn't been provided, IG will approve \$200 to cover reasonable expenses (e.g., rent, materials, and 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; collect donations/event income, as appropriate; and submit receipts for reimbursement 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 basket at the Region 7 Convention.

NOVAIG also funded the purchase of Region 7 journals, but this was discontinued. (In 2019 and probably previously, this was done as a "revolving fund." NOVAIG purchased and resold at cost, and could then purchase more. The amount in 2019 was \$100 for approximately 10 journals. Purchasing at a Region 7 event eliminates postage.) Updated October 2025:

Payment Method / Documentation

The Treasurer will make payments electronically using the Intergroup banking e-payment options (credit card, automatic e-payments) when possible. Receipt for the record will be the monthly bank account and credit card statements.

If payment by hard copy check is necessary, the Treasurer will make an electronic copy of the check (e.g., picture with a smart phone) and save it to the IG Treasury records in Dropbox.

The Treasurer will save to the IG Treasury records in Dropbox:

- Hard copy records received (e.g, letters requesting reimbursement, bills received via the U.S. Post Office), converted to an electronic copy
- Records received electronically (e.g., email bill from vendors)

Prudent Reserve

The purpose of the prudent reserve is to make certain at least three months of operating expenses are on hand at all times. Since 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, and *Where & When* printing. All contributions to Intergroup are considered General Funds unless specified by the donor and accepted by Intergroup.

Monthly Reports to NOVAIG

Chair

The Chair makes an oral report with announcements or news from Region 7 and/or World Service; report on behalf on any Subcommittees as needed; present on the past month's activity on the Information Line; present highlights from the Website report; and report on any business from the IG OPs meeting as needed.

Treasurer

The Treasurer provides a written report (spreadsheet) 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 Seventh Tradition contributions from subcommittees or IG special events and any reimbursements.

In preparation for the start of the fiscal year on July 1, Officers should develop an operating budget with projected 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 NOVAIG in May and voted on in June.

Vice Chair

The Vice Chair reports on activities as needed.

Secretary

The Secretary presents the minutes from the previous meeting; makes corrections as needed; and presents the minutes for a vote.

Subcommittee Chair(s)

Subcommittee Chairs, or their designees, 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. 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 report on Fall and Spring Assemblies. WSO Delegates present on the WSBC.

Record Retention Procedures

Minutes, agendas, Treasurer reports, and recording release forms, among other items, will be kept indefinitely in the Intergroup Dropbox files and reviewed on an annual basis by the Vice Chair and/or other officers. Bank statements, invoices, and receipts shall be discarded after the annual reviews are completed. Copies of the past month's bank account activity and credit card statements will be available to the Board in Dropbox.

Event/ Speaker Recordings

Recordings of events and speakers are kept as podcasts on oanova.org indefinitely. Speaker release forms (consent to post the podcast) are kept on file indefinitely in Dropbox.

Supplies and Equipment

Supplies and equipment may include a recorder and coffee pots. These will be kept by volunteers on an as-needed basis.

Delegate Funding Guidelines

Delegates to the R7 Assemblies and WSBC will be fully funded as follows. Requests for reimbursement must include written documentation, either receipts or, if missing, a written note describing the nature of the expense should be included with the request.

R7 Assemblies

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

WSBC

Registration

- Round-trip airfare and checked bag fees each way for one bag
- Transportation between the hotel and airport
- Up to six nights at a conference hotel based on two-person occupancy (the full rate will be funded where a good faith effort has been made but no roommate is available)
- Refrigerator fee if needed
- Up to six days per diem for meals and sundry expenses at \$45 per day or the actual expense, whichever is less

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 NOVAIG website at www.oanova.org will be submitted by either (1) emailing webmaster@oanova.org; or (2) using the fillable forms (e.g., for events and meeting changes) on the website. Submitters must provide contact information in case the Webmaster has 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 NOVAIG Board members before posting it on the website.

- Draft material posted for comment must be clearly marked “draft” with instructions for where to provide comment. Draft material must state that the material: (1) was not been approved by Intergroup; and (2) is provided for comment and discussion purposes only.
- Any final material asserting to represent NOVAIG (e.g., locally-produced literature, NOVAIG 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 seven days of the request, the Webmaster should notify the IG Board and, if appropriate, the submitter.

Where & When Meeting List PDF and Online Meeting Database

The list of NOVAIG meetings, known as the *Where & When*, is available online, both as a web listing and as a downloadable PDF for members wanting a hard copy. The *Where & When Editor* and / or the Webmaster incorporates meeting updates. Meetings are responsible for keeping their meeting information up to date on the www.oanova.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 (*NoVAtions*)

NOVAIG’s newsletter *NoVAtions* is distributed via mailing list monthly and posted on the website at www.oanova.org/resources/newsletter. Articles should be sent to the *NoVAtions* editor(s) at novations@oanova.org.

Telephone Information Line

NOVAIG maintains its (703) 823-6682 (NOVA) number with voicemail, which is checked by a volunteer.

Intergroup Representatives

Job Description:

- Attend monthly NOVAIG 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:
 - Meeting changes
 - Upcoming special events
 - R7 and World Service news
 - Group conscience decisions
 - Distribute to their meetings flyers for OA events such as retreats, workshops, and marathons
 - Serve on or chair Intergroup subcommittees
 - Solicit feedback from member meetings on topics as they arise

Board Officers

Officer requirements (including abstinence and length of service) as well as election procedures are in the Bylaws. 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; it should be distributed before or at the election meeting or read aloud at the election meeting.

Job Description: Chair

- Presides over monthly NOVAIG meetings
- Creates the monthly 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
- If the NOVAIG meetings are in person, serves as main point of contact with the location and holds a key
- Serves as second person, after the Treasurer, for bank account/ check signing authority and holds the back-up post office key
- Maintains/ knows account access information for assorted technology (including the website if there is no other back-up, Dropbox, and Mailchimp)
- Works with other Officers and the Webmaster to review Dropbox at least once a year

Job Description: Vice Chair

- Assists the Chair as needed.
- Fills in for the Chair, when necessary.
- Reviews account activity with the Treasurer on a regular basis, no less than twice a year.
- Prepares the monthly Announcements page for NOVAIG representatives
- Works with the Chair and Webmaster to keep the Calendar of Events up-to-date with correct info for all NOVAIG events, including pertinent R7 and WSO event announcements
- Becomes the Chair until the next election in the event the Chair position becomes vacant
- May chair a subcommittee.
- Works with other Officers and the Webmaster to review Dropbox at least once a year

Job Description: Treasurer

- Deposits donations into the NOVAIG checking account
- Disburses funds in accordance with NOVAIG policy
- Emails an electronic version of the Treasurer's Report prior to monthly IG meetings
- Presents monthly reports to NOVAIG about IG finances (in person or in writing)
- Collects mail at the NOVAIG 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 NOVAIG's 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, forwards to *NoVA*tions Editor a list of meetings that contributed to NOVAIG
- Treasurer attendance at every meeting is not expected (per discussion at NOVAIG meeting of November 2019 and per 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 and final budgets.
- Annual Budget
 - In spring, develops a draft annual budget for upcoming fiscal year (which runs July 1 to June 30), in coordination with the Chair and others as appropriate; presents a draft for NOVAIG discussion; prepares the final budget, again in coordination with others as appropriate, and presents it for approval
 - Provides input to NOVAIG and/or the Board regarding the budget, as requested
- Works with other Officers and the Webmaster to review Dropbox at least once a year

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
- Collects documents necessary to conduct an efficient meeting, and distributes the documents to Board Officers, groups, and others as appropriate with sufficient lead time for review by attendees
- Informs WSO of any changes in Intergroup information
- Emails monthly packages to all IG Reps prior to the monthly IG meeting
- Works with other Officers and the Webmaster to review Dropbox at least once a year

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

- Attends R7 Spring and Fall Assemblies
- 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 (Written goes to the Secretary, oral to the monthly meeting session.)
- Upon invitation, reports to local groups about R7 Assemblies and WSBC meetings
- Attends NOVAIG meetings when possible (to encourage more people to be R7 Reps, November 2019 NOVAIG amended the Bylaws to eliminate the requirement to attend six NOVAIG meetings per year)

Intergroup Operations

Board Officers (though IG OPs and/or email) handle routine NOVAIG business between meetings including:

- Intergroup finances
- Agenda preparations
- Bylaws
- Region 7 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 elected by either NOVAIG or their committee (in which case the committee will inform NOVAIG). (*Note:* Chairs and, by extension, Co-chairs are designated voting members of NOVAIG per Bylaws Article III, Section 1.)

Responsibilities of subcommittee Chair / Co-chairs include:

- Lead/organize the subcommittee’s work
- Report to NOVAIG on the subcommittee’s activities or designate someone to do so (see monthly reports)
- When attending a NOVAIG meeting, participate in NOVAIG discussions/decisions
- 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 plans workshops and special events such as:

- Retreats
- One-day events
- Marathons

NOVAIG must pre-approve budget expenses, and all monies expended and received are fully reported to the Treasurer for the monthly report.

Special Event Subcommittees are 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 members. Special Events Subcommittees are not required to be involved in events.)

Public Outreach Subcommittee

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

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

Sponsorship Subcommittee

This subcommittee supports sponsorship. It can host workshops, provide resources, answer questions, help people find sponsors and other connections, and maintain information about sponsorship and the

committee's activities on NOVA's 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 local OA literature 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 subcommittee follows the OA Guidelines for Locally Produced Literature (<https://oa.org/guidelines/guidelines-for-locally-produced-literature/>).

(Note: If the subcommittee becomes inactive, the following text should be maintained to keep the reference to the OA Guidelines: In the event that NOVAIG 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*.)

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 OA's message inside the fellowship. The subcommittee may sponsor events or use other means including direct contact to meetings, surveys, literature, and the website. The subcommittee may support:

- Telephone Information Line
- *Where & When* meeting list
- *NoVAtions*

Transportation/Ride Share

Ride share or carpooling for events may be coordinated through the Telephone Information Line (703) 823-6682, or by clicking on "Contact Us" on the OANOVA website at <https://oanova.org/>

Institutional Knowledge

Former Officers (may not all be available): Kitty V, Dick D, Jim A, Maria B, Jessica W, Gail VB, Kathleen P, Kirsten H, Maria G, Peggy B, Rachel B, Rhodessa B, Kate I, John K, Amy A, Dan L