

**MILWAUKEE AREA INTERGROUP  
POLICIES AND PROCEDURES MANUAL**

**Updated February 2, 2020**

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*Note: “responsible” means either performed directly or delegated.*

## **MAI Policies**

### **Region Reps**

Region 5 bylaws currently allow 1 rep per 10 groups or fraction thereof registered with the WSO as belonging to the intergroup.

### **Meeting List**

Only groups that are members of MAI will be on the meeting list.

### **OA Anon**

MAI recognizes a unique relationship with OA Anon and appreciates the work they do to help families and friends of compulsive eaters. In a spirit of cooperation without affiliation, MAI will do the following:

The MAI meeting list will include all OA Anon meetings in the metro Milwaukee area that is notified of. The following statement will appear on the meeting list: "OA has no affiliation with OA Anon. OA Anon meetings are listed in a spirit of cooperation with affiliation."

1. MAI sponsored events may include OA Anon participation. OA Anon will determine their own topics and supply their own speakers if they decide to participate. The event will be an OA event. The fact that OA Anon is participating may be included on flyers for the event.
2. Requests for information regarding OA Anon will be handled by the MAI office by giving the requestor the name, number and/or address of OA Anon contacts furnished to the MAI office by OA Anon. The MAI meeting list which included OA Anon meetings may also be given out.

No other services will be supplied other than those listed above.

### **MAI Groups**

The MAI will include as members groups who wish to belong to the intergroup and follow the definition of an OA group as defined by WSO. As a group, they practice the twelve steps and traditions. All who have a desire to stop eating compulsively are welcome. There are no requirements of actions and no affiliation other than OA. A group is two or more people.

### **Literature for New Groups**

A forty-dollar (\$40.00) advance will be given to new groups for literature purchases from the MAI office.

### **Region and WSO Delegate Reimbursement**

Receipts are requested for all expenses but are required for any expense in excess of \$20. Attach copies of charge slips, etc. to request for reimbursement.

### **Region 5 Assembly**

1. Hotel includes Friday and Saturday nights. Reps will be reimbursed up to the cost of half of a double room. Reps may elect to more than two to a room if desired. If only one person of a sex is a rep they may be reimbursed for the cost of a single room.
2. Meals/Tips is \$75 reimbursement for the weekend. Lunch on Saturday is paid for by the region.
3. Transportation is via car pool with the least number of vehicles. A van or car may be rented with MAI reimbursing the rental and exact cost of gas. If a personal vehicle is used, reimbursement is set at the current IRS rate for mileage. If assembly is more than four hours away, a rep may elect to fly, using the lowest available rate. Reimbursement will be made for parking, tolls.

### **World Service Business Conference**

1. Hotel includes the night prior to opening and the night before ending. Reimbursement will be at the rate of half of a double room.
2. Meals/tips is \$40 per day reimbursement.
3. Transportation via airline from Milwaukee to the conference should be at a low rate (not first class). Also, taxi/transportation to/from airport to hotel.

### **Scholarships for Convention and Retreat**

1. MAI maintains one scholarship fund for both Convention and Retreat.
2. The scholarship request should be received four-six weeks prior to the event. The flyer should give a suggested due date for those applying for scholarships.
3. Scholarship recipients will be awarded a portion of the registration fee and will be requested to provide service at the event.
4. For convention, no meals or hotel accommodations will be part of the scholarship.
5. Scholarships will be awarded to MAI members only.
6. Scholarships may be given on a first come/first served basis. This is at the discretion of the person managing the event's scholarships.
7. Preference will be given to those who have not attended a previous event. Preference will also be given to those who have not requested a scholarship in the past. If they have received a scholarship in the past, their names will automatically go to the bottom of the list.
8. Scholarship recipients will need to send in some money to show that they are truly interested in attending the event.
9. Scholarship awardees will be contacted as soon as possible based on available funds. Awardees should be contacted no later than three weeks prior to convention/retreat to verify available funds.

### **MAI Prudent Reserve**

1. The MAI Treasurer shall maintain a prudent reserve of \$2,500 in the Net Operating Balance to cover 2-3 months of expenses. See current Income and Expense report for details of monthly expenses. Especially important are monies held in reserve for convention and retreat costs.
2. If the Net Operating Balance should drop below \$2,500 for more than two consecutive months, the MAI treasurer would alert MAI board members and the bookkeeper of the situation.
3. The bookkeeper would then pay only the legally obligated bills.
4. The bookkeeper would not pay fair shares to WSO or Region 5. No new literature would be ordered.
5. A monthly log of what the WSO and Region 5 donations should be will be kept by the treasurer and the bookkeeper.
6. Once the prudent reserve is regained and the board approves, the donations to WSO and Region 5 would resume along with any literature orders.

### **MAI Retention Policy**

1. Records will be retained according to World Service Organization and Region 5 policies.

## OFFICERS

### **Chairperson Responsibilities**

The MAI Chairperson is responsible for the following:

1. Shall preside at all regular and special meetings of MAI.
2. Shall be responsible for establishing the agenda for all Intergroup meetings.
3. Prior to the MAI business meeting, send the previous month's minutes, the meeting agenda, and the financial reports to all Intergroup representatives, committee chairs and board members. If printed copies are needed for the business meeting (e.g., agenda, minutes, financial reports), send to our designated printer for printing and assure that someone will pick them up and bring them to the meeting.
4. Send OA announcements, event fliers, meeting lists and the *Cocoon* to the Email Blast Chair one week after the MAI business meeting. Send other information as needed. All documents should be in PDF form.
5. May cast the deciding vote to make or break a tie.
6. May attend all standing committee meetings.
7. Shall be responsible for the direct supervision of any paid or contracted employees.
8. Keep master copies of application form for MAI board including WSO/Region delegates.
9. For each MAI meeting, keep a file of the agenda, minutes, treasurer's report and sign-in roster.
10. Appoint committee chairs as needed. These are appointed annually at the November MAI meeting and as a vacancy occurs.
11. Maintain contact with committee chairs to determine if they have any needs and ensure the committee is active.
12. Appoint members to handle various administrative duties as they arise. For example: answer the MAI phone number (forwarded to the member's phone line) and take appropriate action.
13. Send out MAI board officer applications and copies of their duties prior to the October MAI meeting. Ensure elections are held in October.
14. Have WSO/Region delegate application forms available prior to the delegate elections held in November. Print out a few copies of their duties for distribution.
15. Yearly, verify with the bookkeeper that insurance policy information is up to date. The insurance information follows:

#### **Insurance Information**

(Paid annually in January)

Agent: Flipse Insurance Agency Inc.

P.O. Box 700228

Oostburg, WI 53070

(920) 564-2374

*Note: "responsible" means either performed directly or delegated.*

## Vice-Chair Responsibilities

The MAI Vice-Chair is responsible for the following:

1. Shall serve in the absence of the Chairperson.
2. Shall assist the Chairperson whenever needed.
3. May attend all standing committee meetings.
4. Shall submit a copy of MAI bylaws and/or summary of purpose to the WSO whenever either is updated or revised.
5. Provide the sign-in sheet for use at the meeting.
6. At each meeting, obtain the completed sign-in sheet and tally the number of attendees for the secretary. Announce the total before the meeting ends (so the Secretary can include the numbers in the meeting minutes):
  - a. Number of officers present
  - b. Number of committee chairs present
  - c. Number of reps present
  - d. Number of guests present/others
7. Verify that motions are submitted and voted on correctly. For example, a person may vote only once, even if he/she represents more than one meeting or position.
8. Ensure that WSO is kept informed of all Group information per the MAI bylaws.
9. Chair the Policy and Procedure committee which is an ad hoc committee, not a standing committee. This committee also works on bylaw changes.
  - a. As needed, form a committee to work on changes to the policies, procedures or bylaws.
  - b. Know the bylaws and ensure intergroup is following the provisions. Bring any discrepancies to the attention of the Chairperson.
  - c. Recommend changes to the bylaws as needed following the procedures specified in the bylaws.
  - d. Assist MAI members with questions about the bylaws and assist with preparation of proposed changes if asked.
  - e. Have copies of the bylaws available at the MAI meetings for any new reps or others who may need them.
  - f. Keep policy and procedures manual up to date, or delegate this duty.
  - g. There should be one master electronic version of the bylaws and the Policy and Procedures manual.

*Note: "responsible" means either performed directly or delegated.*

## Secretary Responsibilities

The MAI Secretary is responsible for the following:

1. Shall see that minutes are kept of all intergroup meetings and that a copy of said minutes is distributed according to MAI rules.
2. Shall maintain a file of all minutes of past meetings.
3. Shall direct correspondence to the appropriate officer or committee chairperson and maintain a file of outgoing correspondence.
4. May attend all standing committee meetings.
5. At the end of each meeting, assemble the following and see that they are delivered to the Bookkeeper. (If the Bookkeeper is present at the MAI meeting, he/she will assemble these.)
  - a. Approved meeting minutes
  - b. Treasurer's report
  - c. Agenda
  - d. A copy of the sign-in roster
6. Copies of above items are also sent to the Region 5 trustee and Region 5 chair.
7. Check the [info@oamilwaukee.org](mailto:info@oamilwaukee.org) webmail and forward the information to the responsible party and/or make sure a reply is sent promptly to the inquiry.

*Note: "responsible" means either performed directly or delegated.*



## **Treasurer Responsibilities**

The MAI Treasurer position is primarily that of an auditor. The Treasurer works closely with the Bookkeeper and must become familiar with the “Bookkeeper Responsibilities” section of this manual. The Treasurer is responsible for the following:

1. Maintain a checking account for the dispersal of MAI funds.
2. Balance the checkbook on a monthly basis.
3. Submit the Group Donation report and the Income/Expense report to the Chair for the monthly intergroup meeting. The Bookkeeper will prepare the report spreadsheets and email them to the Treasurer. The Treasurer will then audit the reports using the documented audit processes and logs. Once the audit is complete, create and email the PDF version of the reports to the Chair.
4. Serve as chairperson of the ad-hoc Finance Committee.
5. May attend all standing committee meetings.
6. Report to the MAI Board if the income level is in danger of dropping below the prudent reserve line (\$2500).
7. Prepare the yearly budget to be presented in January.
8. Sign checks as necessary. Two signatures are necessary for each check.
9. Provide oversight for the MAI Bookkeeper’s responsibilities. This is especially important for the State and Federal legal notifications to maintain MAI’s non-profit status.

*Note: “responsible” means either performed directly or delegated.*

## **Region Representatives**

1. Shall attend all Region Assembly meetings and the World Service Business Conference of Overeaters Anonymous.
2. Shall report either orally or in writing the actions of the Region Assembly or World Service Business Conference to the Intergroup. Have copies for the intergroup meeting following the event. Coordinate preparation with the other RR/Delegates.
3. Keep the Intergroup aware of Region and WSO information and communicate important information to the area.
4. Shall report on the Region and World Service Business Conference to individual groups in the area when asked.
5. May attend all standing committee meetings.
6. Shall actively participate on Region and World Service Business Conference committee(s).
7. Bring information obtained at the conference and assemblies to the Intergroup through active participation at the Intergroup meeting and Intergroup committees.
8. Give information and articles to the *Cocoon* Editor and/or Email Blast Chair for items that should be brought to the attention of all OA members such as: Region Convention, State wide events, changes in address for mailing contributions, World Service Conventions, items from the business conference, etc.
9. Follow up on requests for information from Region 5 or WSO to ensure they are responded to in a timely manner such as: surveys, delegate registration forms, conference agenda questionnaire, etc.
10. Bring flyers for Intergroup sponsored events to Region Assemblies.
11. Follow the Intergroup policy for expense reimbursement.
12. Notify State Event Coordinator, appointed at Region 5 Assembly, of Intergroup events planned.

## **WSO Delegates Responsibilities**

1. Shall attend all Region Assembly meetings and the World Service Business Conference of Overeaters Anonymous.
2. Shall serve Overeaters Anonymous and the World Service Business Conference until the following Conference.
3. Shall report either orally or in writing the actions of the Region Assembly or World Service Business Conference to the Intergroup. Have copies for the intergroup meeting following the event. Coordinate preparation with the other RR/Delegates. Keep the Intergroup aware of Region and WSO information and communicate important information to the area.
4. Shall report on the Region and World Service Business Conference to individual groups in the area when asked.
5. May attend all standing committee meetings.
6. Shall actively participate on Region and World Service Business Conference committee(s).
7. Bring information obtained at the conference and assemblies to the Intergroup through active participation at the Intergroup meeting and Intergroup committees.

8. Give information and articles to the *Cocoon* Editor and/or Email Blast Chair for items that should be brought to the attention of all OA members such as: Region Convention, State wide events, changes in address for mailing contributions, World Service Conventions, items from the business conference, etc.
9. Follow up on requests for information from Region 5 or WSO to ensure they are responded to in a timely manner such as: surveys, delegate registration forms, conference agenda questionnaire, etc.
10. Bring flyers for Intergroup sponsored events to Region Assemblies.
11. Follow the Intergroup policy for expense reimbursement.
12. Notify State Event Coordinator, appointed at Region 5 Assembly, of Intergroup events planned.

## **Bookkeeper Responsibilities**

Due to the expertise and overall continuity required for this position, the MAI bookkeeper will be a hired position. This is in keeping with OA's Tradition Eight. The Bookkeeper is under the direct supervision of the MAI Chair.

The MAI Bookkeeper is responsible for the following:

1. Income Management
2. Expense Management
3. Financial Reporting
4. Legal Notifications

In order to fulfill these responsibilities, the bookkeeper will need:

1. Checks for MAI's bank account. The Chair or Treasurer will provide them.
2. Access to the bank account to make a deposit at least once a week.
3. Access to the MAI post office box. Mail should be picked up twice a week.
4. Current copies of the Income/Expense Report and the Group Donations report.
5. Any other supporting documentation provided by the Chair or Treasurer.

### Income Management

The Bookkeeper can use any standard financial tracking tool to log income information. MAI currently uses an in-house developed form.

1. For each check or donation received, log the income category, amount, and check number.
2. If the check is a Group Donation, also log the group number and group description. Add the WSO and Region 5 portions to the WSO and Region 5 remittance sheets. At the end of the month, tally the sums and send checks to WSO and Region 5.
3. Prepare deposit slips and deposit funds. All checks must be "photocopied" which is done automatically at the bank's ATM machine. Enter the deposit amount into the checkbook. The photocopies are sent to the Treasurer who audits them against the deposits.
4. As needed, support registration tracking for some MAI events such as Convention and Retreat. Note the check number, the registration number and the person's address on the registration form received. Scan the form and send as an attachment to the Event Chair's email.
5. Use the MAI meeting list for a current copy of MAI groups.

### Expense Management

Pay all expenses monthly or as required.

1. See the Income/Expense report for a current list of ongoing expenses. Some of these expenses include: the WSO and Region 5 donations, AI-Anon donation, Heritage Printing, Number Barn, and the Visa card.
2. Maintain a Vendor master list with payment and contact information. File any contracts signed with vendors. Some vendor examples with their payment schedules are:
  - PO Box Rental: semi-annual.
  - HostGator: annual domain registration.
  - HostGator: annual hosting cost.
  - Liability Insurance: annual payment.

### Financial Reporting

The MAI Treasurer submits two financial reports to the MAI Chair each month so it can be printed for the Intergroup meeting: Income/Expense report and the Group Donations report. The Bookkeeper will create the Excel versions of these reports which will be audited by the Treasurer. The Treasurer will then create and email the audited versions in PDF format to the Chair.

To create the reports, follow the detailed instructions in the document: “MAI Financial Reports: Guidelines for the Bookkeeper.”

### Legal Notifications

Notifications are required per our Bylaws, State of Wisconsin, the bank, etc. Maintain a list of all entities requiring notice of certain changes together with the documentation for each entity. To date the following are required:

1. State of Wisconsin filing to maintain non-profit status. The government sends the form in January. It is called “Annual Report for Registered Agent.” This is a non-stock corporation annual report. The board of directors for the purposes of this report will be the following officers: Vice-Chair, Secretary, and Treasurer. The Chair signs the report.
2. Federal filing to maintain our 501c3 non-profit status via IRS 990N postcard. As long as our income is under \$50,000 per year, it is a simple online update. All the information about how to access the online system is in the file box with other legal items. The postcard is due by April 15th for the previous year.
3. WSO: new slate of MAI officers.
4. WSO: MAI logo must be reviewed and approved every 2 years.
5. PO Box Rental: name of new Chair.
6. Bank Account: any changes to authorized users (e.g., Chair, Treasurer).

### Document Repository

Maintain the master copies of documents that may be sent by the MAI Chair: Intergroup Meeting Minutes, Flyers, etc. Keep master copies of the MAI “Policies and Procedures” Manual and the MAI Bylaws. Keep master copies of the “MAI Financial Reports: Guidelines for the Bookkeeper” and the “MAI Treasurer: Audit Processes.” Maintain electronic backup files of pertinent correspondence.

## COMMITTEES

### **Twelfth- Step-Within Chair Responsibilities**

Reach out to our members who still suffer, specifically to:

1. Members in relapse
2. Those who are slipping and sliding
3. Newcomers who are still finding their way to recovery. How do we stay in contact with them, and they with individual members?
4. Any member wanting a sponsor or to be a sponsor

The Twelfth-Step-Within Chair may use resources such as *The Twelfth-Step-Within Handbook*, which contains formats for workshops, a skit, reading and writing tools, and questions and inventories.

Some basic committee activities might include:

1. Sponsor a yearly workshop. This can be within the context of IDEA Day, a Holiday Marathon, or a separate event.
2. Keep (and advertise!) a sponsor list for those needing a sponsor.
3. Send articles to the MAI newsletter to reach out to the member who still suffers.
4. Consider adding contact information (name, phone) of people willing to talk to Newcomers. (This is not a sponsor list).

### **Archives Chair Responsibilities**

1. Maintain the Milwaukee Area Intergroup (MAI) of Overeaters Anonymous (OA) archive according to OA and Society of American Archivists (SAA) guidelines.
  - a. Arrange and describe materials in the archive.
  - b. Preserve materials by housing them in archival quality containers.
2. Submit budget and preservation proposals to the MAI Board.
3. Conduct oral histories of group members according to OA and SAA guidelines.
4. Work with OA members in obtaining OA history within the MAI service body.

### **Communication Committee Responsibilities**

The purpose of this committee is to envision, oversee and review all MAI communication, both internal and external, to support effective communication to better carry our message of recovery.

Functions may include, but are not limited to the following:

1. Develop and maintain guidelines and best practices for use by all volunteers and paid specialists to ensure a consistent, attractive look and brand across all MAI materials and communication channels, both external and internal.
2. Oversee and coordinate communication functions including subcommittees.
3. Periodically review communication channels and activities to ensure they are meeting needs of members and reaching and attracting prospective members.
4. Seek ways to improve MAI communications internally and externally.
5. Determine which communication functions should be filled by paid specialists versus by volunteers, when and how to change communication activities, etc.
6. Select, supervise and review any communication contractors/paid specialists. Any contracts would be approved and signed by the MAI chair.
7. Serve as a resource for subcommittee chairs and other committees doing outreach.

The Communication Chair coordinates the committee, which may include:

- *Cocoon* Newsletter Editor
- Email Blast Editor
- Meeting List Editor
- Webmaster or Website Manager
- Bulletin Editor
- *Cocoon* Mailing Coordinator
- Communications Community Liaison
- Proofreader

In 2018, the monthly one-sheet Bulletin for dated information was created so members receive upcoming events and announcements all together in one place more frequently. The *Out of the Cocoon* (commonly referred to as *Cocoon*) newsletter changed to primarily include stories of recovery, reflections on MAI events, poems, and other “evergreen” recovery materials. Extra copies can be saved for newcomers.

## ***Cocoon* Newsletter Editor Responsibilities**

This committee is a subcommittee of the Communication Committee and follows its guidelines and standards. While specific details of the following procedure may change, the overall description remains valid.

*Cocoon* is published four times a year with issue dates of February, May, August, and November. It should be delivered to the MAI Intergroup meeting the month prior to the issue date (thus the MAI meetings in January, April, July, and October).

### Content Guidelines

1. Solicit articles from the MAI general membership. May provide a topic for the upcoming issue, to be announced or listed ahead of time so that members may write articles on the topic. Include content related to MAI events, e.g., highlights.
2. List current board member names and phone numbers, other pertinent phone numbers and web sites.
3. Follow editorial policy. Avoid outside issues and non-approved materials.
4. List other information as directed by MAI board, such as treasury data.
5. For member submissions, print name and last initial or “anonymous” as per the author’s request.
6. May reprint articles from other OA newsletters, from Lifeline or other OA-approved materials, giving proper credit to the source of the article.
7. Edit content for clarity, appropriateness and space.
8. Be sure content is edited for proofreader.
9. Final draft to be approved by MAI board Communications Chair and MAI Chair.

### Layout & Formatting Guidelines

1. Flow content into newsletter template and do layout and formatting. Follow style guidelines and design template.
2. Share the formatted document with at least one skilled proofreader to check content as well as for typographic or formatting errors. Make and check any changes.
3. Follow the approval process: Send a PDF file of the formatted and proofed *Cocoon* to the MAI board chair and Communication Committee chair for approval. Make and check any changes.

### *Cocoon* Distribution Duties

1. Send the final approved *Cocoon* PDF to the MAI chair.
2. MAI chair with the Bookkeeper determines print quantity and sends the final approved *Cocoon* PDF to the printer to order printing, to the Email Blast Editor, to the Webmaster, and to the Region 5 website.
3. Coordinate with Bookkeeper who keeps track of *Cocoon* subscription information and sends out subscription billing.
4. Pick up or arrange for pick-up of *Cocoons* from printer. Prepare for distribution at MAI meeting using slips provided by Bookkeeper with group name and number of copies each group has in their subscription to create packets for the group rep to take to their meeting from the Intergroup meeting.



5. Obtain committee members to come to the MAI meeting a half-hour early to put the required number of *Cocoons* for each group on the pick-up table with the distribution slip on top.
6. Prior to adjournment of the meeting, be responsible for the distribution of the *Cocoons*. After the meeting, ensure that the *Cocoon* Mailing Coordinator receives the extra *Cocoons* for mailing.

## ***Cocoon* Mailing Coordinator Responsibilities**

This position is a member of the Communication committee and follows its guidelines and standards. While specific details of the following procedure may change, the overall description remains valid the month prior to the issue. The *Cocoon* is currently published quarterly and mailed following the MAI Meeting date (e.g., March issue is mailed after the February meeting).

1. Pick up the *Cocoon* at the MAI meeting when it's distributed or make other arrangements to get the extra *Cocoons*.
2. Coordinate with Bookkeeper who keeps track of *Cocoon* subscription information and sends out subscription billing. Get updated mailing labels file from Bookkeeper.
3. Print *Cocoon* mailing labels or pick up printed labels.
4. Prepare mailing following list from bookkeeper, then mail *Cocoons* to subscriptions that have prepaid postage.
5. Save receipts for mailing supplies and postage; submit expense reimbursement request to bookkeeper for reimbursement.
6. Maintain and store limited mailing supplies for MAI, e.g., needed envelopes and labels.
7. Bring extra *Cocoons* back to following MAI meeting or coordinate with the Bookkeeper to get them at another time.

## **Email Blast Coordinator Responsibilities**

This committee is a subcommittee of the Communication committee and follows its guidelines and standards. While specific details of the following procedure may change, the overall description remains valid.

1. Send OA announcements, MAI Bulletin, event fliers, meeting lists and *Out of the Cocoon* newsletter as approved by the Intergroup chairperson one week after the monthly MAI business meeting and as needed in a timely fashion using the emailblast@oamilwaukee.org account. Send using the MailChimp system for monthly mailing and send in batches of 25 for special mailings.
2. For security purposes, all attachments will be sent in PDF format only.
3. Maintain anonymity of OA members. All member email addresses must go in the BCC (blind carbon copy) field so only the sender can see the email addresses. This prevents members' addresses from being shared with others. Use an MAI address in the "To" field, such as emailblast@oamilwaukee.org.
4. To maintain integrity of all emails sent from OA MAI, the Subject line shall be formatted as: MM-YYYY OA MAI NEWS or OA MAI SPECIAL ANNOUNCEMENT.
5. Monitor the emailblast@oamilwaukee.org account weekly and forward any received mail to a board member, committee chair, where appropriate or to the IT Administrator for any subscribe, unsubscribe or technical requests.

6. Forward any delivery failures received on the [emailblast@oamilwaukee.org](mailto:emailblast@oamilwaukee.org) account to the [itadmin@oamilwaukee.org](mailto:itadmin@oamilwaukee.org) account or update the mailing list by deleting delivery failures.
7. Do not open any attachments received via email or respond to any email unless it was received from a known OA member or an [oamilwaukee.org](mailto:oamilwaukee.org) account.
8. Maintain a distribution list of email addresses of members who subscribe to receive the email blast (Members may send their email addresses to [emailblast@oamilwaukee.org](mailto:emailblast@oamilwaukee.org).) Add new addresses to the list as they are sent and delete addresses as delivery failures are received.
9. Send the email blast to the MAI Chair and Communication Committee Chair for approval prior to distribution.

## Meeting List Editor Responsibilities

This committee is a subcommittee of the Communication Committee and follows its guidelines and standards. While specific details of the following procedure may change, the overall description remains valid.

Meeting lists are updated and published quarterly with issue dates of February, May, August, and November. They should be delivered to the MAI Meeting the month prior to the issue date (thus the MAI meeting in January, April, July, and October).

Person responsible must have Microsoft Excel experience and a computer available to make the changes.

### Duties

1. Monitor the [meetings@oamilwaukee.org](mailto:meetings@oamilwaukee.org) mailbox where meeting changes are to be sent.
2. Check out changes with meeting contact person if necessary.
3. Make appropriate changes to the MAI meeting list.
4. Create two versions of the MAI meeting list: one with contact names and phone numbers (for printing and distribution) and one without names and phone numbers (for MAI website). Forward both to MAI chairperson.
5. MAI Chair sends approved print version of meeting list pdf to printer and Email Blast Editor and approved web version of meeting list pdf to Webmaster.
6. Send list of recent changes (not meeting list pdf) to MAI Treasurer so s/he can update list of Meeting Donations report with any additions, deletions, or meeting name changes.
7. Send meeting list changes to the Bulletin Editor monthly prior to the deadline.
8. Check that all meeting changes have been made on [oa.org](http://oa.org). Remind and/or assist meetings to make these changes.
9. Coordinate with WSO and Region 5 regarding meeting changes as needed.

## Webmaster Responsibilities

This committee is a subcommittee of the Communication Committee and follows its guidelines and standards. While specific details of the following procedure may change, the overall description remains valid.

1. The webmaster will be appointed by the Intergroup chairperson, in consultation with the Communication Committee Chair, due to the specialized skill sets that are required.
2. Create and maintain the MAI website, [oamilwaukee.org](http://oamilwaukee.org), including creating new pages as needed.
3. Find the best rates for a website host site and domain. Inform the Intergroup board with the domain renewal and hosting renewal notices in a timely fashion so that decisions can be made – then work with the treasurer to renew the domain and hosting site fees.
4. Post approved Milwaukee Area Intergroup events, publications, announcements, meeting list, and newsletter.
5. Update the website as needed, at least monthly – removing outdated information and adding new information
6. Post the Region 5 convention flier as the MAI board approves. Per MAI decision, non-MAI events are not posted on the website.
7. Do periodic search engine optimization (SEO) analysis and make needed adjustments to improve the chance of being found by prospective members.
8. Provide regular reports to the board and Communication Committee regarding website traffic, top keywords searched, inbound traffic channels, SEO analysis, conversion rates, etc.
9. The webmaster needs to have specialized skills including, but not limited to:
  - a. HTML and/or WordPress formatting
  - b. Email setup and maintenance
  - c. Photo and graphic formatting and conversion
  - d. Text files formatting and conversion
  - e. Setting up links
  - f. Uploading passwords
  - g. Current trends in search engines
  - h. Domain registration and renewals
  - i. Domain hosting options
  - j. Google analytics and SEO practices

## **Bulletin Editor Responsibilities**

This committee is a subcommittee of the Communication Committee and follows its guidelines and standards. While specific details of the following procedure may change, the overall description remains valid.

The Bulletin is currently published monthly and should be delivered to the MAI meeting the month prior to the issue date (e.g., March issue is distributed at February meeting).

### **Content Guidelines**

1. Proactively gather information about upcoming and ongoing events, meeting list changes, announcements, and other relevant content. All news items should be brief.
2. Publicize MAI-sponsored events and other relevant events as space permits, e.g. for Region 5, and WSO.
3. Follow editorial policy. Avoid outside issues or non-approved materials.
4. Edit content for clarity, appropriateness and space.
5. Final draft to be approved by MAI Communications Committee Chair and MAI Chair.

### **Layout & Formatting Guidelines**

6. Flow content into newsletter template and do layout and formatting. Follow style guidelines and design template.
7. Share the formatted document with at least one skilled proofreader to check content as well as typographic or formatting errors. Make and check any changes.
8. Follow the approval process: Send a pdf file of the formatted and proofed Bulletin to the MAI Board Chair and Communication Committee Chair for approval. Make and check any changes.

### **Bulletin Distribution Duties**

9. Send a pdf file of the final Bulletin to the MAI Chairperson to distribute to the printer, email blast, and MAI website (and Region 5 website).

## **Communications Community Liaison Responsibilities**

This position is a member of the Communication Committee and follows its guidelines and standards. While specific details of the following procedure may change, the overall description remains valid.

1. The Communications Community Liaison is a link between OA members in the MAI area and the Communication Committee. As such, gather and bring to the committee information about the types of communication that OA/MAI members need and want.
2. Share with the fellowship information about communication changes, their rationale, important deadlines, etc.
3. In general, facilitate good communication about MAI communications.

## **Proofread Responsibilities**

This position is a member of the Communication Committee and follows its guidelines and standards. While specific details of the following procedure may change, the overall description remains valid.

1. Proofread communications produced by the Communication Committee, such as *Cocoon*, Bulletin, Email Blast, etc. for accuracy, spelling, punctuation, and the following of Traditions, working closely with the editors to meet deadlines.

## **Convention Chair Responsibilities**

The following list is an outline of duties. Please refer to the Convention Master Binder for details. Some important documents in the binder will include the detailed “Project Plan and Timeline,” “Budget Guidelines,” “Income/Expense Tracking” and samples of past registration flyers, hotel menus, themes, program schedules.

1. Form a convention committee. A complete list of all committees, and their duties and roles are defined in “Project Plan and Timeline.” The Convention Chair should have at least a few of these people to work on the dates, hotel choice, pricing and theme. These typically would include:
  - a. Co-Chair, Registration Chair, Budget/Treasurer, Program Chair, Service Coordinator when first forming the committee.
  - b. Speaker Coordinator, Raffle Coordinator, Graphics person, etc. can be added after the initial planning or at the beginning of the planning.
2. Select the dates which usually is Friday/Saturday/Sunday in the spring.
3. Select the Hotel. Discuss the menus. Sign the contract. Coordinate with the Bookkeeper to pay the deposit.
4. Develop attendee pricing based on hotel fees and other standard major expenses (see “Budget Guidelines”).
5. Select a theme.
6. Assign someone to receive and process scholarship applications according to Policy 08-01-2015 Scholarships.
7. Develop registration flyer which must be approved by Intergroup.
  - a. The suggested deadline for scholarship applications should be listed on the flyer.
  - b. Send PDF of flyer and/or information of the event to appropriate representatives to be posted on the World Service website (oa.org), Region 5 website (www.region5oa.org), MAI website (oamilwaukee.org) and sent in email (emailblast@oamilwaukee.org).
8. Select main speaker, if applicable. The main speaker’s costs (transportation, meals & lodging) are a large Convention expense.
9. Ongoing committee work would include
  - a. Registration tracking – do via electronic spreadsheet.

- b. Development of program schedule: speaker topics, workshops, etc.
  - c. Speaker scheduling.
  - d. Literature sales.
  - e. Create registration folder with program schedule, survey, handouts, hotel map, etc.
  - f. Registration table management should include envelopes labelled “Convention Donation” to be used for walk-ins who cannot pay registration fee. No one will be turned away due to lack of funds. Registration table staffers should be informed to use these as needed.
  - g. Treasurer should provide cash management for the Convention (cash boxes for registration, literature and other cash sales). Cash must be accounted for.
  - h. Set up and clean up.
  - i. Entertainment or recreation for Saturday night.
10. Serve as master of ceremonies or select someone else. Make sure all necessary housekeeping announcements are made.
  11. After, write report for Intergroup discussing # attendees, successes, problems, ideas for next year, etc. Present the Income/Expense report to the Intergroup.
  12. Put print copies of all documents (handouts, reports, flyers, etc.) in the Convention Master Binder. Give to MAI office and/or the next convention chair. Put electronic copies of all documents on a jump drive and give to MAI office and/or the next convention chair.

## **Fellowship Chair Responsibilities**

1. As needed, obtain Groups to host MAI sponsored functions such as marathons, IDEA Day, Unity Day, OAs birthday, Sponsorship Day, picnics, game nights, bon-fires and other social events may also be sponsored.
2. Track which Groups are hosting events so there is no overlap and that events are advertised in a timely manner.
3. Stay current with the WSO “guidelines for OA Events” to help us stay in compliance. See OA.org for this and other useful information.
4. Stay current with MAI procedures for running holiday marathons, Unity Day (last Saturday in February), IDEA Day (3<sup>rd</sup> Saturday in November), workshops.
5. Inform the host group of the following major requirements.
  - a. The event must follow the 12 Traditions of OA.
  - b. The flier must be approved by 3 MAI board members before distribution.
  - c. “Sponsored by MAI-OA” must be on the flier.
6. Inform the host group of their many options:
  - a) Pre #1- Who is hosting this event? One person, two people, a small group of people, a meeting (for instance Wednesday morning, New Berlin meeting)?
  - b) Where to have event? —at a hospital, church, hotel, school, Alano Club, park, restaurant.
  - c) Length of event? 2 hours, 3 hours, 4 hours

- d) Handouts —old Cocoons and meeting lists.
- e) Do you want participants to have name tags?
- f) Do you want to give door prizes?
- g) Do you want to have a main speaker? A panel of speakers?
- h) What type of marathon/ event do you want: Workshop, regular OA meeting, art, time for individual sharing, positive pitches, writing time, games, hikes?
- i) Will you have drinks available free or for purchase: water, coffee, tea?
- j) Will this be during a meal time: lunch served by the restaurant, list of the restaurants near-by, box lunches tell people to bring their own food?
- k) Do you want breaks between meetings/sessions?
- l) Do you want people to sign-in? If yes, at the door? Pass a paper around?
- m) Do you want to have writing supplies/art supplies: paper, notebooks, pens, pencils, markers? Free or charge?
- n) How will you arrange the room/space: use tables, chairs in a circle, chairs in rows?
- o) Do you want signs: at the doors, outside of the building, directional?
- p) How will you do the 7<sup>th</sup> Tradition: pass a basket? a basket at the door?
- q) Because we are self-supporting, we pay the facility for use. The rest of the 7<sup>th</sup> Tradition (after any expenses) is given to MAI. We like a written check to MAI.

## **IT Administrator Responsibilities**

1. Assist the webmaster.
2. Maintain all back up files and passwords.
3. Maintain the email distribution list on the email blast@oamilwaukee.org account of OA member email addresses that want to receive the email blast.
4. Handling all subscribe, unsubscribe requests for the email blast.
5. Maintain needed Skype accounts used for Intergroup meeting webcast access.
6. Maintain firewalls for protection of the MAI website and the email blast.
7. Coordinating the purchase of software needed.
8. Training elected officers on how to use the web email addresses created.
9. Assess the technology and makes general recommendations available to MAI about efficient uses of technology to carry the message in accordance with the Twelve Steps and Twelve Traditions of OA.
10. Serves as the hub for the exchange of technology information within OA.
11. Maintain TechSoup account information and distribute to board members and committee chairs as needed for them to obtain software necessary to do their job at the non-profit reduced rate. Those needing the software may purchase it at the reduced rate per Intergroup decision.



## **Newcomer Committee Chair Responsibilities**

The purpose of this committee is to support newcomers, to support OA groups and members reaching out to newcomers, and to provide encouragement and support to OA members making their first commitment to sponsor a newcomer.

Functions may include, but are not limited to the following:

1. Poll the area OA membership and create and share a compilation of successful practices being used by members or groups.
2. Reach out to WSO, Region 5 and other Regions and Intergroups for additional ideas and suggestions for supporting newcomers, possibly including internet and/or social media.
3. Create and promote programs to accomplish the mission stated above.
4. Create and distribute materials designed to accomplish the mission stated above.
5. Promote and encourage the use of approved literature, such as “Working with Others” from the *AA Big Book*, and “Step 12” and “Tradition 5” from the *OA 12 Steps and 12 Traditions* book.

## **Professional Outreach Chair Responsibilities**

According to WSO, the purpose of Professional Outreach committee is to “carry the message of recovery to hospitals, treatment centers, schools, religious organizations, corporations and civilian and military professional communities.”

In MAI, we focus on participating in 1-2 health fairs a year. Materials for health fairs are kept at the MAI office along with a list of what to bring to health fairs.

See [oa.org](http://oa.org) for more information and the handbook provided by World Service for more information and suggestions for professional outreach efforts.

## **Public Information Chair Responsibilities**

The committee provides local newspapers, radio and TV stations newsworthy information about OA in the Milwaukee area and about upcoming OA events such as the MAI Convention. Some details:

1. Distribute PSA (Public Service Announcements) as needed.
2. When funds are available, advertise on radio, TV, and other public media.
3. Perform interviews through available means of media.
4. Distribute OA info to members that would be appropriate to place in local libraries, doctors’ offices, department and grocery stores, etc.
5. Be concerned about protecting anonymity at the public level.
6. Consult [oa.org](http://oa.org) and the Public Information manual created by World Service for more tips and information.

## Retreat Chair Responsibilities

MAI-OA sponsors an annual weekend retreat, beginning on a Friday night starting at 7pm and concluding on Sunday at noon. The retreat is held at the Siena Center in Racine, Wisconsin. This attractive facility has met the services, space, and cost needs of MAI-OA for many years. MAI-OA selects a date and reserves rooms for the following year's retreat. Check with the current MAI Chairperson for the exact date.

The following list is an outline of duties. (Please refer to the Retreat Master Binder for details of procedures, a timeline, and helpful tips.)

1. After checking the date that has been secured and the current price list has been received/updated, determine the price per attendee including costs for any tables, AV equipment, etc.
2. Decide on a theme for the retreat.
3. Select main speaker, if applicable, and get Intergroup approval. Intergroup provides main speaker's costs: transportation, meals & lodging.
4. Set up committees or ask for volunteers to help:
  - a. Registration promotional flier must be approved by Intergroup and printed in time for the Spring OA Convention
  - b. Submit PDF of flier and/or information of the event to appropriate representatives to be posted on the World Service website (oa.org), Region 5 website (region5oa.org), MAI-OA website (oamilwaukee.org) and email (emailblast@oamilwaukee.org)
  - c. Track registration via electronic spreadsheet
  - d. Program topics, speakers, alone time
  - e. Literature sales
  - f. Create registration folder with agenda, survey, handouts, etc.
  - g. Set up and clean up
  - h. Entertainment or recreation for Saturday night
5. Select someone to serve as master of ceremonies. Make sure all necessary announcements are made.
6. Assign someone to receive and process scholarship applications according to Policy 08-01-2015 Scholarships for Convention and Retreat.
7. Reserve Center for 3 years out and give Center deposit check & contract signed by Board chair by the end of the year.
8. Write report for Intergroup discussing # attendees, successes, problems, ideas for next year, etc.
  - a. Put print copies of all documents (handouts, reports, fliers, etc.) in the Master Retreat Binder. Put electronic copies of all documents on a jump drive for the next retreat chairperson.

## **Young People's Committee Chair Responsibilities**

1. Serves OA members, groups and MAI in carrying the message to young people within the fellowship as well as to young newcomers.
2. Acts as a resource by outlining appropriate OA material including literature, online resources and meeting formats.
3. Provides information regarding projects, initiatives and other activities that have been successful in supporting young people within the Fellowship and carrying the message to young newcomers.
4. Provides recommendations for literature and other resources intended to support younger members within the OA fellowship.
5. Assists the MAI in responding to inquiries regarding youth in OA.