

**MILWAUKEE AREA INTERGROUP
POLICIES AND PROCEDURES MANUAL**

Updated July 17, 2023

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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 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.

PAID POSITIONS

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, Al-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.

Communication Specialist Responsibilities

This position is a paid position overseen by the Communication Committee which is a subcommittee of the Public Information Committee. The ultimate overseer is the MAI Chairperson.

Due to the expertise and overall continuity required for this position, the MAI Communication Specialist will be a hired independent contractor position. This is in keeping with OA’s Tradition Eight. The Communication Specialist is under contract for a set hourly compensation for a contracted number of hours and works under the direct supervision of the MAI Communication Chair, who assigns any additional work only with approval of the MAI Board. For current contract details, contact the Bookkeeper at business@oamilwaukee.org.

The purpose of this contractor is to help MAI provide high quality, timely and comprehensive communication, maintaining brand continuity that serves our MAI OA members and effectively and efficiently reaches those who still suffer.

Contractor will work cooperatively with the contracted Website Developer when needed. The contractor will spend approximately 10-15% of their time in consultation with MAI volunteers.

Scope of Work

Contractor shall provide the following services:

MAI communication branding/messaging program

Help the MAI Communication Committee develop, maintain and implement branding/messaging strategies and guidelines for MAI communication efforts to members, the public and professional community.

Website content management

- Keep the MAI professionally developed website (WordPress platform) current by uploading content provided by MAI volunteers twice monthly or as needed.
- Provide editing of MAI publications to ensure brand and message continuity are maintained.

- Work with website developer as needed to optimize the MAI website, improve user experience and maximize SEO best practices.
- Procure, optimize and/or resize images and graphics for the website and other communication documents.
- Help create and maintain various types of website content such as blogs, online calendars, event announcements, etc.

E-newsletter & social media

- Consult on MailChimp as needed.
- Set up and manage social media profiles as identified by Communication Committee.
- Source images and upload content to MAI social media platforms as provided and/or directed by Communication Committee.

Print and digital publications

Consult on print and digital publications as needed and provide direction and assistance with design/layout for MAI publications including selection of images.

Public relations

Provide guidance and work cooperatively at direction of Communication Chair within the priorities set by the Public Information Committee (PIC) to build media presence throughout the MAI geographic area, which covers all of Eastern Wisconsin. These efforts will include attending PIC meetings, developing tools for use by PIC members and coaching intergroup members to carry the message and publicize MAI events in their local area.

Website Developer Responsibilities

The position is a paid position of the Communication Committee, which is a subcommittee of the Public Information Committee. The ultimate overseer is the MAI Chairperson. For current contract details, contact the Bookkeeper at business@oamilwaukee.org.

Due to the expertise and overall continuity required for this position, the Web Developer will be a hired independent contractor position. This is in keeping with OA's Tradition Eight. The Web Developer is under contract from month to month. The Web Developer, whose typical workload would require no more than one hour per month, works under the direct supervision of the MAI Communication Chair, who assigns any additional work only with approval of the MAI Board or approval of the Intergroup. For current contract details, contact the Bookkeeper at business@oamilwaukee.org.

The purpose of this contractor is to help MAI provide high quality, timely and comprehensive maintenance to the MAI website, oamilwaukee.org, to serve MAI's members and effectively reach those who still suffer.

Web Developer will work cooperatively with the contracted Communication Specialist when needed.

Responsibilities include, but are not limited to:

1. Create and update the MAI website, oamilwaukee.org, including creating new pages as needed.
2. Do periodic search engine optimization (SEO) analysis and make needed adjustments to improve the chance of being found by prospective members.
3. Keep a continual maintenance and an online presence of the website as needed.

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.

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 (3rd 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 7th 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 7th 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 (PO) Chair Responsibilities

The primary goal of the PO Chair, according to WSO, is to inform professionals about OA’s program of recovery so they may acquaint their patients and clients with OA.

Often the activities of the PO Chair may overlap the work of other committees within the intergroup, such as Public Information or 12th-Step-Within. At times, it may be best to merge efforts. It is not important which committee carries the message as long as the message is carried.

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

1. Coordinate the efforts of members interested in carrying the message of recovery to hospitals, treatment centers, correctional facilities, religious organization, schools, businesses or corporations.
2. Inform physicians, therapists, counselors, and other staff members at eating disorder units and correctional facilities about OA.
3. Establish regular open OA meetings for patients, clients or residents of an institution within the local area.
4. Form panels consisting of two or three recovering OA members to speak to professionals at institutions.
5. Do work with a.) individual professionals or small groups in the office setting or b.) at local professional tradeshows for health and wellness professionals.
6. Distribute OA information to professionals using WSO’s Courier publication as well as local channels of social media.
7. Develop creative and productive ways of effecting cooperation without affiliation.
8. Consult oa.org and the Professional Outreach manual created by World Service for more tips and information, especially the list of The Professionals We Want to Reach.

The PO Chair may delegate responsibilities to PO Committee members.

Public Information (PI) Chair Responsibilities

The goal of OA public information work, according to WSO, is to carry the message of recovery to compulsive eaters who still suffer. OA is a program of attraction, not promotion; members attract newcomers to OA when we

- Inform the general public, including active, lapsed and relapsing members, about the program.
- Tell professionals and others who work with compulsive eaters about OA.

- Keep communication within the Fellowship open so members and groups can carry the message more effectively.

The PI Chair provides information about the Fellowship to the local community via media, such as local newspapers, magazines, radio, TV and the internet. The PI Chair also may put on public information events, assist in arranging for booths at local health fairs, and sending speakers to talk to community groups.

Often the activities of the PI Chair may overlap the work of other committees within the intergroup, such as Professional Outreach, Young People, 12th-Step-Within, Newcomers or Convention. At times, it may be best to merge efforts. It is not important which committee carries the message as long as the message is carried.

The PI Chair may ask the Communication Chair to act in his/her place from time to time.

The PI Chair may delegate responsibilities to PI Committee members.

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

1. Distribute OA information and publications to the public through channels such as local libraries, healthcare facilities, department and grocery stores, etc. as well as local channels of social media. In all cases, distribution must be approved by the facility management.
2. Support members to establish new OA meetings within the local area.
3. Create and prepare a speakers' bureau of recovering OA members to speak publicly about the program within the local area.
4. Perform interviews through available means of media.
5. Distribute PSA (Public Service Announcements) as needed.
6. Advertise on radio, TV, and other public media, when funds are available.
7. Be concerned about protecting anonymity at the public level.
8. Consult oa.org and the Public Information manual created by World Service for more tips and information.

Communication Chair Responsibilities

This is a subcommittee of the Public Information Committee. The purpose of this subcommittee is to support the priorities of the Public Information Committee by producing needed materials and tools of communication to support the carrying of OA's message of recovery.

This subcommittee will maintain, review and publish all MAI print and digital communication, including MAI website, Facebook page and other social media as may be approved by MAI Board.

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

1. Facilitate the development and maintenance of published brand guidelines and best practices for use by all volunteer content editors 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 activities, as detailed below.
 3. Review communication channels and activities periodically to measure the extent to which they are meeting needs of members and reaching and attracting prospective members.
 4. Seek ways to improve MAI communication internally and externally.
 5. Determine which communication functions should be filled by the paid specialists; i.e., Communications Specialist or Web Developer; versus by volunteers, when and how to change communication activities, etc. Present proposal of changes to Intergroup for approval.
 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 content editors and other subcommittee members as well as for other committees doing outreach.

The Communication Chair coordinates the committee, which may include:

- *Cocoon* Newsletter Editor
- “*News You Can Use*” E-newsletter Editor
- Meeting List Editor
- Webmaster
- Bulletin Editor
- *Cocoon* Mailing Coordinator
- Communication Membership Liaison
- Proofreader

From time to time, the PI Chair may ask the Communication Chair to act in his/her place.

***Cocoon* Newsletter Editor Responsibilities**

The *Out of the Cocoon* (commonly referred to as *Cocoon*) newsletter changed to primarily includes stories of recovery, reflections on MAI events, poems, and other “evergreen” recovery materials. Extra copies can be saved for newcomers.

This position serves 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 first, second, third, and fourth quarters followed by the year. It is to be completed in January, April, July, and October as content is available.

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, as appropriate.

2. List current board member names and email addresses, and other pertinent phone numbers and/or websites.
3. Follow editorial policy. Avoid outside issues and non-approved materials.
4. For member submissions, print name and last initial or “anonymous” as per the author’s request.
5. May reprint articles from other OA newsletters, from *Lifeline* or other OA-approved materials, obtaining appropriate permission as needed and giving proper credit to the source of the article.
6. Edit content for clarity, appropriateness, and space as well as grammar and punctuation so it is consistent throughout and among all issues (following WSO formatting if in doubt).
7. Be sure content is edited for proofreader.
8. Submit final draft to be approved by MAI Communication 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 who will 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 Chair and Communication Chair for approval. Make and check any changes.

Cocoon Distribution Duties (Items 3-7 stopped being used in March 2020 due to the COVID pandemic but would be reinstated if the *Cocoon* is returned to a printed version.):

1. Send the final approved *Cocoon* PDF to the MAI Chair, who will distribute electronically to the MAI Board, Committee Chairs and Intergroup Reps.
2. Send final approved *Cocoon* PDF to the Communications Chair, who forwards it to the Communications Specialist to be uploaded to oamilwaukee.org, to the Email Blast Editor, to the Webmaster, and to the Region 5 website.
3. MAI chair with the Bookkeeper determines print quantity and sends the final approved *Cocoon* PDF to the printer to order printing.
4. Coordinate with Bookkeeper who keeps track of *Cocoon* subscription information and sends out subscription billing.
5. 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.
6. 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.
7. Prior to adjournment of the MAI 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**

The mailing of the printed *Cocoon* was suspended during the COVID pandemic and therefore the duties of this position also were suspended. If the *Cocoon* returns to a printed format, these duties would resume also.

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 *Cocoon* is published quarterly and is to be mailed as soon as possible following the meeting at which it is distributed.

1. Pick up the *Cocoon* at the MAI meeting when it is 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 from Bookkeeper.
4. Prepare mailing following list from Bookkeeper, then mail *Cocoons* to subscribers 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. Bring extra *Cocoons* back to the MAI meeting following mailing or coordinate with the Bookkeeper to get them at another time.

***“News You Can Use”* E-newsletter Editor (aka Email Blast Editor) 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. Use the OA MAI Mailchimp account to create the monthly newsletter, *News You Can Use*, as approved by the Intergroup chairperson one week after the monthly MAI business meeting and occasional special editions as needed. The Mailchimp account is linked to the emailblast@oamilwaukee.org webmail account.
2. The monthly *News You Can Use* includes
 - Resources for download
 - News, announcements, and meeting changes
 - Service opportunities
 - Save-the-date notes
 - Publication deadlines
3. For security purposes, all attachments will be sent in PDF format only.
4. Maintain anonymity of OA members. If it is necessary to use the emailblast@oamilwaukee.org account for mailings, send in batches of no more than 25. 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.
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. For technical help, including updates to the subscriber list, contact the IT Administrator.
 6. Forward any delivery failures received on the emailblast@oamilwaukee.org account to the 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:emailblast@oamilwaukee.org) account.
 8. Maintain a distribution list of email addresses of members who subscribe to receive the *News You Can Use*. (Members may send their email addresses, along with first name, last initial, and home meeting to emailblast@oamilwaukee.org or register on the oamilwaukee.org website.) Add new addresses to the email blast list and to the Mailchimp subscriber list as they are sent and delete addresses as delivery failures are received.
 9. Send the email blast to the MAI Chair and Communication Chair for approval prior to distribution.

Meeting List Editor 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. This position requires computer experience with MS Excel, a computer available, and be comfortable with learning to make online changes via WordPress.

MAI distribution of a printed meeting list was suspended with the COVID pandemic. Prior to March 2020 pandemic the lists were published quarterly with issue dates of February, May, August, and November. They were delivered to the MAI Meeting the month prior to the issue date, thus the MAI meetings in January, April, July, and October. That list is maintained per procedure below and regularly uploaded to oamilwaukee.org. If the meeting list is again printed in batch for distribution, the appropriate duties will be reinstated.

Meeting lists are updated regularly, at least twice a month. This includes the Printable Meeting List, the online oamilwaukee.org Meeting Calendar and the online oa.org Meeting List.

Duties:

1. Monitor the meetings@oamilwaukee.org mailbox where meeting changes are to be sent.
2. Check out changes with meeting contact person if necessary. Update list at least annually or more often as needed by calling all meeting contacts.

3. Make updates to the online Meeting Calendar at oamilaukee.org as soon as possible. This requires password and access to WordPress and instructions on the update process.
4. Make appropriate changes to the MAI Printable Meeting List at least twice monthly. Save as PDF.
5. Forward PDF to Communications Chair.
6. Communications Chair sends approved Printable Meeting List as a PDF to *News You Can Use* Editor and Communications Specialist.
7. 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.
8. Send meeting list changes to the Communication Chair monthly prior to *News You Can Use* deadline (4th Monday of each month).
9. Make all meeting changes on oa.org.
10. Coordinate with WSO and Region 5 regarding meeting changes as needed.

Webmaster Responsibilities

As of January 2020, the Webmaster Responsibilities have been divided among other positions, namely: paid consultants, Communication Committee Chair and its members. (See Notes below for details.) There is no single person filling all these responsibilities. See Appendix A which has been archived for purposes of continuity and integrity.

Bulletin Editor 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.

In 2018, the monthly one-sheet Bulletin for dated information was created so members could more frequently receive upcoming events and announcements all together in one place. The Bulletin was suspended during the COVID pandemic. A print version of *News You Can Use* was created in 2020 as a replacement. If MAI returns to a printed Bulletin, these duties may be reinstated. Until then these responsibilities are followed by the editor of the printed version of the *News You Can Use*.

The Bulletin is 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). The print version of the *News You Can Use* is created for distribution when the online version is created, which follows the MAI monthly Intergroup 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 and non-approved materials.
4. Edit content for clarity, appropriateness, and space.
5. Final draft to be approved by MAI Communication Chair and MAI Chair.

Layout & Formatting Guidelines

6. Flow content into Bulletin 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 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, emailblast@oamilwaukee.org, MAI website and Region 5 website.

Communication Membership Liaison Responsibilities

This position is a member of the Communication subcommittee and follows its guidelines and standards. While specific details of the following procedure may change, the overall description remains valid. This position typically is filled during periods of change in communication publications.

1. The Communication Membership Liaison is a link between OA members in the MAI area and the Communication subcommittee. As such, this position gathers and brings to the committee information and ideas about the types of communication that OA/MAI members need and want.
2. Share with members information about communication changes, the rationale for them, important deadlines, etc.
3. In general, this position facilitates open channels about MAI communication.

Proofreader 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. Since this position requires technical skills, including knowledge of AP style, a solid grasp of proofreading and solid understanding of OA Traditions, this position allows a member to serve longer than other service positions. This position may require a less frequent rotation of service than other positions to keep someone with the required skillset in the position.

1. Proofread publications produced by the Communication subcommittee, such as *Cocoon*, Bulletin, E-newsletter, etc. for accuracy, spelling, punctuation, and the following of Traditions, working closely with the editors to meet deadlines.

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.

Appendix A

Archives Webmaster Responsibilities

As of January 2020, the Webmaster responsibilities have been divided among other positions, namely paid consultants, Communication Chair and its members. (See Notes below for details.) There is no single person filling all these responsibilities. This content is being archived here for purposes of continuity and integrity. In emergency, this page could be used for contingency procedures.

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 webmaster will be appointed by the Intergroup chairperson, in consultation with the Communication subcommittee Chair, due to the specialized skill sets that are required.
2. Create and maintain the MAI website, 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 subcommittee 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