

## Policy and Procedures Manual: Responsibilities and Duties of Officers:

The following officers comprise the Executive Committee of the Brandywine Intergroup.

### **Chairperson**

1. The chairperson shall be the chief executive officer of the Brandywine Intergroup (IG) and shall preside at all meetings of the membership.
2. The chairperson should set an example for the Brandywine Intergroup regarding courtesy, fairness, the application of rules, and must maintain a position of impartiality, running the meeting efficiently and fairly, using the organization's parliamentary authority.
3. The chairperson may explain motions, provided the interpretation does not favor one side or the other. The chairperson may not debate the question while presiding,
4. and may vote when it could affect the final outcome (to break a tie).
5. The chairperson prepares and distributes Brandywine Intergroup agendas.
6. The chairperson maintains a current copy of the bylaws and policy manual.
7. The chairperson shall manage the affairs of the Brandywine Intergroup and shall see that all orders and resolutions of the membership are carried out. The chairperson shall be the spokesperson of the intergroup for official purposes and correspondence.
8. Upon expiration of their term, the outgoing chairperson will for one year, be an ex-officio member of the Executive Committee and the Intergroup, lending expertise and guidance.

### **Immediate past chair**

The immediate past chair serves ex-officio on the Executive Committee of the Brandywine Intergroup, sharing knowledge and experience for the benefit of OA as a whole.

### **Vice Chairperson**

1. The vice-chairperson assists the chair in carrying out the duties of their office.
2. The vice-chairperson presides for the chair at meetings when the chair is absent, if the chair wants to debate, or if a personal motion about the chair is made.
3. The vice-chairperson assumes the duties of the chair if the office becomes unoccupied.
4. The vice-chairperson shall serve to reflect area group desires in the Brandywine Intergroup.
5. The vice-chairperson maintains the list of the inventory and location of equipment and supplies owned by Intergroup.
6. The vice-chairperson coordinates with all groups and area members to maintain accurate and up-to-date group meeting information, including current names, addresses, and phone numbers of the groups' contact persons and Intergroup representatives and secretaries as required by WSO.
7. The vice-chairperson determines the presence of a quorum.
8. The vice-chairperson maintains a current copy of the bylaws and policy manual.

### **Recording Secretary**

1. The recording secretary maintains an accurate written record (minutes) of the proceedings of the organization and shall see to their distribution to all Brandywine Intergroup members.
2. The recording secretary records the attendance and the presence of a quorum for official business at Brandywine Intergroup.
3. The recording secretary sends out notices of Brandywine Intergroup meetings, meeting agendas and official notices.
4. The recording secretary maintains a current copy of the bylaws and policy manual.

### **Corresponding Secretary**

1. The corresponding secretary shall attend to such correspondence as may be assigned to them and perform all duties incidental to this office.
2. The corresponding secretary shall oversee collection and distribution of mail from the Intergroup P.O. Box as needed.
3. The corresponding secretary shall return calls from the answering service.
4. The corresponding secretary shall be in possession of a current copy of the bylaws and policy manual.

### **Treasurer**

1. The treasurer shall have the care and custody of all funds of the Brandywine Intergroup and shall deposit said funds in the name of the Brandywine Intergroup into the bank.
2. The treasurer shall, as requested, show the books and accounts to any member of the Brandywine Intergroup.
3. At the end of the term, a financial report shall be presented to the membership, setting forth in full the financial condition of the Brandywine Intergroup.
4. The treasurer shall receive donations from meetings and special events and disburse monies as requested.
5. The treasurer shall keep an accurate record of all monies received and disbursed.
6. Bank signature cards shall include at least one other officer's name in addition to the treasurers.
7. The treasurer shall pay expenses as authorized.
8. Checks shall require 2 authorized signatures.
9. The treasurer shall prepare a written report monthly for distribution to Brandywine Intergroup members.
10. The treasurer shall prepare an annual budget report with the assistance of the executive board to be presented and approved by Brandywine Intergroup.
11. The treasurer shall keep all receipts, bank statements, cancelled checks.
12. The treasurer shall issue receipts for all monies received.

13. The treasurer shall be in possession of a current bylaws and policies. Additionally, the treasurer should note two policies passed by Brandywine Intergroup in October 2012.
  - a. Brandywine Intergroup fiscal year will run from July 1 to June 30.
  - b. Fundraising items must be program related so they also share the message of OA.

### **World Service Business Conference Delegates/Region Seven Representatives**

1. Region 7 Representatives shall be reimbursed by Brandywine IG for the following expenses:

- a. Registration fee
- b. One half the daily room rate per representative in a double occupancy room. The cost of a single occupancy room shall be reimbursed only at the discretion of the Board.
- c. Actual expenditures for meals, up to \$50 per day.
- d. The current IRS figure for mileage to and from the Region 7 Assembly.
- e. Other necessary travel expenses as approved by the Board.
- f. Proof of expenditures/receipts must be submitted to Brandywine Intergroup treasurer for reimbursement.

2. World Service Business Conference Delegates shall be reimbursed by Brandywine Intergroup for the following expenses:

- g. Registration fee
- h. One half the daily room rate per representative in a double occupancy room. The cost of a single occupancy room shall be reimbursed only at the discretion of the Board.
- i. Actual expenditures for meals, up to \$50 per day.
- j. A financially prudent coach air fare to and from the WSBC.
- k. The current IRS figure for mileage to and from the airport and the lowest available daily parking rate.
- l. Other necessary travel expenses as approved by the Board.
- m. Proof of expenditures/receipts must be submitted to Brandywine Intergroup Treasurer for reimbursement.

2. The Board shall approve other reimbursements on a case-by-case basis.
3. Delegates shall be instructed as to the desires of the Brandywine Intergroup. As participants, delegates shall not be bound by the wishes of the Brandywine Intergroup but should not vote against these wishes unless situations arise at a meeting of the Conference or Assembly that make it necessary for the best interest of OA as a whole.

### **Standing Committees of Brandywine Intergroup**

1. Policies regarding all committees:
  - a. Each committee shall have a chairperson who will assume responsibility to solicit membership for the committee among the members, hold regular meetings following a prepared agenda, report monthly to the Brandywine Intergroup regarding decisions and plans formulated in the committee, and work together with groups to promote the goals of OA as a whole.
  - b. The committee has the right to make financial decisions within their previously agreed upon budget. Any additional expenditure may only be made with consultation of the OA Brandywine Intergroup treasurer and approval of the Brandywine Intergroup.
  - c. The chairperson of a standing committee is appointed by the chair of Intergroup to a term of one year. Chairpersons may serve up to three consecutive years.
  - d. Qualifications of standing committee chairs include: 1) at least three months of abstinence, 2) be working the OA 12 Step program, 3) attendance at three Intergroup meetings, 4) be able to attend and report monthly to Brandywine Intergroup.
  - e. The chairperson of a standing committee is a voting member of the Intergroup and may simultaneously serve as an Intergroup Representative, however they have only one vote in Intergroup meetings.
  
2. The standing committees of Brandywine Intergroup are:
  - Administration Committee, which includes bylaws/policy committee
  - Communications Committee, which includes the website, the BLAST, and technology.
  - Events Committee, which includes Retreat Committee, IDEA Day, UNITY Day, Sponsorship Day, Intergroup Renewal
  - Finance Committee, which includes Budget
  - Public Information and Professional Outreach Committees
  - TSW - 12<sup>th</sup> Step Within Committee
  - Zoom meetings/hybrid meetings

## **CONTRIBUTIONS TO THE WORLD SERVICE OFFICE & REGION 7**

Brandywine Intergroup shall make periodic disbursements to WSO and Region 7.

### **7<sup>th</sup> TRADITION AT BRANDYWINE IG MEETINGS**

Brandywine Intergroup meetings shall collect 7<sup>th</sup> tradition contributions.

### **LITERATURE FUNDS FOR NEWLY FORMED GROUPS**

Upon request, Brandywine Intergroup shall provide up to \$100 to newly formed groups affiliated with Brandywine Intergroup to purchase literature.

### **PUBLISHING THE MEETING LIST WITH CONTACTS ON THE BRANDYWINE INTERGROUP WEBSITE**

The Brandywine Intergroup area meeting list shall be published on [brandywineintergroup.org](http://brandywineintergroup.org) with the first names and last initial and phone numbers of the contact person listed.

### **LISTING BRANDYWINE INTERGROUP EVENTS ON THE BLAST**

The Webmaster and BLAST administrator shall list the full details of Brandywine Intergroup events on the online calendar of events. Other OA events may be listed at the discretion of the Webmaster and the BLAST administrator.