

MEETING SUGGESTIONS FOR INTERGROUP REPS

aka Best Practices For Intergroup Reps

1. After the monthly meeting, the recording secretary will send out meeting highlights. While our meetings are virtual, please read these highlights to your group. Once face-to-face meetings resume, continue to either read the meeting highlights and/or share a printed copy.
2. Remind members to visit brandywineintergroup.org where they will find the most recent Brandywine Intergroup OA Meeting List, Upcoming Events, timely OA Announcements and other valuable information.
3. Notify the vice-chair of the Brandywine Intergroup and the World Service Office of any changes in your meeting place or time, or of group closings. Inform the World Service Office (WSO) of newly elected Group Secretaries, or changes in the designated contact person at <https://oa.org/add-a-meeting/edit-a-meeting/>.
4. Tell members how to subscribe to the BLAST Newsletter by visiting brandywineintergroup.org and clicking on the Quick Link for The BLAST newsletter.
5. Get involved with a committee and encourage your members to as well. Service is a key element to our recovery. Tell your group members that you needn't come to Intergroup meetings to give service on a committee nor do you need to be an Intergroup Rep. For information on the committees of the Brandywine Intergroup visit the FAQs for Intergroup Reps.

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6. Remind your group that the traditions recommend holding only a prudent reserve (one month's rent and funds for literature) in your group treasury. Group donations to Brandywine Intergroup support expenditures such as providing literature for health fairs, providing money for projects like updating the website, giving a donation to the facility where we meet (when we meet face-to-face) covering the expenses for OA members to attend Region 7 Assemblies and World Service Business Conference just to name a few.

7. If your meeting does not have an Alternate Intergroup Rep, encourage someone to come to Intergroup meeting(s) with you so they can become familiar with our procedures. If you have to miss an Intergroup meeting, your Alternate Rep can vote in your place.

8. Let any board member know how the Intergroup can better serve your group. ***ALL OA MEMBERS ARE WELCOME TO ATTEND BRANDYWINE INTERGROUP MEETINGS.***

9. Meeting treasurers can make 7th Tradition donations to Brandywine Intergroup, OA Region 7, and the WSO by using this document as a guide –
<http://brandywineintergroup.org/meetings/7th-tradition/>

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