**Chairperson**

Executive Board *Bylaw IV.2*

Term: 1 year (July – June) *Bylaw V.1*

Maximum 3 consecutive terms as Chairperson, 4 consecutive terms on Exec. Board

*Bylaw V.2, V.3*

Qualifications:

1. OA membership: 6 months

2. Abstinence: 3 months

3. Intergroup service: 6 of the last 8 months

4   Be working the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service to the best of their ability, and

5 Be a regular attending member of an affiliated group.

If no qualified candidate is available, these requirements may be modified by the Intergroup Assembly. *Bylaw V.5, VII.9*

Duties:

1. Schedule and chair monthly Intergroup Assembly and Executive Board meetings. Chairperson should be a neutral facilitator, not making or voting on motions.

2. Prepare agenda for Intergroup Assembly and Executive Board meetings with input from members of those groups and send out agenda on Google Groups Business list before Assembly or Executive Board meetings. Upload final agenda to Dropbox (Intergroup Minutes, Agendas, and Summaries/Year/Agendas folder).

3. If the Vice Chair position is vacant, update sign-in list as necessary, print out for Assembly and Executive Board meetings, upload signed sheet to Dropbox, and update Google Group Business email group so only current service position holders and Internet Groups are included.

4. Ensure all service positions are filled and duties are being carried out.

5. Ensure budget is followed for current term and adopted for the next term.

6. Ensure annual audit occurs.

7. Ensure bylaws are followed and convene Bylaw Committee if changes are needed.

8. Sign legal contracts on behalf of Intergroup as necessary.

9. Co-sign financial documents with Treasurer as necessary.

10. Communicate with OA members and outside groups on behalf of Intergroup.

11. Upload documents relevant to future Chairpersons to appropriate Dropbox folder. Upload other documents to other Dropbox folders as appropriate.

*Duties are based on Nov. 2012 Job Description (“EB OA IG Job Duties . . .”) and “IG- Chairperson.jpg” in “Service Position Descriptions” Dropbox folder.*

*NOTES:*

*1. Bylaw VII.8 says Exec. Bd. members must meet R2 bylaw requirements but I couldn’t find any requirements for Intergroup Exec. Bd. members in the R2 bylaws.*

*2. Under the Bylaws, the Executive Board has no designated powers and therefore does not seem to serve any specific purpose. Also, it appears there is no current practice of having separate Executive Board meetings.*

*3. Added duties (i.e., not listed on previous job descriptions): #2-8 above.*

*a. Prepare agenda was a duty listed on previous Vice Chairperson and Recording Secretary job descriptions. I recommend the Chairperson have this duty, with input from Assembly members before [by email] and at start of meetings, to increase meeting efficiency.*

*b. Budget oversight (listed on prior job description for Vice Chair)*

*c. Audit oversight (not previously expressly assigned to anyone but Audit Chair)*

*d. Bylaw compliance (not previously expressly assigned to anyone)*

*4. Omitted duties (i.e., duties on some previous job descriptions):*

*a. Appoint committee chairs (Bylaw V.1 says all committee chairpersons and coordinators are elected by the Intergroup Assembly.)*

*b. Specifics about how to conduct meetings (including calling on people in even-handed manner and Roberts Rules of Order). May be included in a Chairperson manual, but I recommend Group Conscience guidance per OA literature be included.*