**Vice Chairperson**

Executive Board *Bylaw IV.2*

Term: 1 year (January - December) *Bylaw V.1*

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

*Bylaw V.2, V.3*

Qualifications: *Bylaw VII.2*

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,

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. Attend monthly Intergroup Assembly and Executive Board meetings.

2. Chair meetings when the Chairperson is absent.

3. Liaison with OA member groups and Intergroup Representatives:

a. Remind member OA groups to select Intergroup Representatives.

b. Communicate with Intergroup Representatives about their duties.

4. Update records with current Intergroup service position holders and Intergroup Reps:

a. Update Assembly meeting sign-in list.

b. Send position changes to Electronic Documents Manager to update Google Group Business and Announcements email groups (add new people to both; remove departing officers only from Business group) and modify access to Dropbox folders.

c. Inform Web Editor of changes in service position holders so listings on website can be corrected and access can be added and removed.

5. Print out Assembly sign-in list before meetings and scan and upload signed list to appropriate Dropbox folder (Attendance\_YYYY\_MO-DA).

6. Assist Chairperson in ensuring (1) service positions are filled, (2) bylaws are followed, (3) budget is followed and new budget is adopted, and (4) annual audit occurs.

7. Upload documents relevant to future Vice Chairpersons appropriate Dropbox folder.

*Duties are based on Nov. 2012 Job Description (“EB OA IG Job Duties . . .”) and “IG-Vice Chairperson(1).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. Recent job descriptions say Vice Chair should hold a new delegate orientation 15 minutes before Intergroup Assembly meetings, but I recommend this be changed to the more general duty of communicating with Intergroup Reps about their duties, as stated above*

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

*a. Respond to phone messages. (Assign to Corresponding Secretary)*

*b. Prepare agenda for Intergroup Assembly meetings. (Assign to Chairperson)*

*c. Oversee budget committee. (Assign to Chairperson)*

*d. Establish financial protocol for Intergroup events. (Assign to Treasurer)*