

Overeaters Anonymous Region 3
Best Practices: Chairman

The service position of Chairman Region 3 is that of a trusted servant, but in essence the job is being a "facilitator" a "cheerleader." Organization and communication are key. The role is one of helping things run smoothly by encouraging the officers, committee chairs, and representatives to stay on track with our Region 3 Purpose and the various goals the Region might set together with the overall Strategic Plan of OA as set by WSBC, Trustees, Region Chairs, and delegates.

Be continually aware of the "lines of communication" up and down the OA pyramid. Be responsible for facilitating these lines of communication and be encouraging of those doing the service work of OA.

The Chair will continually ask others in the Region to be aware of the Strategic/Operation Plan asking for incorporation at the Region level. Also, encourage idea to flow from the Region to WSBC.

Main Service Responsibilities:

Maintain your abstinence and exhibit physical, emotional, and Spiritual recovery. (This position will guarantee this and you'll receive many wonderful opportunities to work your program.)

Communication: Board, Intergroups, Trustee, Reps/Delegates, BOT, Region Chairs Committee, R3 IG Chairs via IG loop, members

Organization: See listing below of helpful documents.

Leadership: Encourage and develop the Steering Committee members and the Representatives of R3.

Fellowship: Within the Steering Committee, within the Region, within the fellowship as a whole. The Chair holds the love and highest good of the Region.

Helpful Documents for Chair Duties:

- See listing in "documents" for assembly in "briefcase"
This gives an idea of what is needed to run an assembly.
- See listing in "assembly checklist" for chairs' duties while at assemblies.
- See listing in "R3timeline" for many of the chair duties, and when they are to be done.
- See FAQ for New Steering Committee members

Each Steering Committee member (including the Chair) is to continue to update the "nuts and bolts" AKA Best Practices document. This allows us to pass along to others how to best do this service position. This "work in progress" allows for changes that work best for each individual and coordination of efforts within the R3 Steering Committee. The Chair maintains these documents. They will also help you when SC members have questions about their role or duties. The Recording Secretary also maintains copies and updates to the web.

Keep the timeline/calendar/Assembly checklist document updated with the other Steering Committee members. Add and adjust dates accordingly. Add, change, delete responsibilities as you go.

Watch and remind SC. This is the Chair's "reminder" list to ensure that responsibilities are carried out on a timely basis. (Considering the possibility to post on the website or as a shared calendar function.)

Some reminders: But see the Timeline document for details.

FALL ASSEMBLY:

- Elections (see details in timeline)
- Apps due to Chair - review and sign; e-mail to RecSec
- Budget presented

SPRING ASSEMBLY:

- Announce positions available at next Fall Assembly
- SC to encourage potential candidates
- With RecSec calculate deadline for Apps and Notify Webmaster to post applications with deadlines.
- BL, PM changes (routine)

BOARD MEETINGS

Send informal agenda items to SC before assembly.

Conduct Board meetings (Friday before Assembly, Sunday after)

Welcome new members

Hand out "FAQ's"

Conduct "R3 visioning" with Steering Committee

Conference Calls

Plan Agenda, send reminder to Steering Committee, and Committee Chairs

Conduct conference call (Beginning with Committee Chairs, then with SC)

Answer questions for Steering Committee members as they arise.

Chair should be familiar with Robert's Rules, R3 Bylaws and Policy Manual, basic financial status of R3, R3 Committees, their purpose, and their goals.

Encourage and formulate plans (with SC and Trustee) for:

Contacting IG's that have not been represented (explain funding)
Reaching unaffiliated meetings?

WSBC DELEGATE

The Region Chair attends WSBC as the Delegate to represent the "unrepresented" IG's in the Region. The R3 Chair is responsible for scheduling a Region meeting (if necessary) and a Region 3 Dinner at WSBC. The Chair helps the R3 Delegates at WSBC. The Chair (along with the R3 Vice Chair) is also responsible for coordinating the WSBC Green Dot Mentor program. (Details in the Region Chairs Committee manual.)

Region Chairs Committee

The Region Chair is a member of this committee. There are three meetings per year. This committee works closely with the Board of Trustees on many items. The details of this committee will be communicated to new Region Chairs. A new Region Chair is also assigned a mentor. This committee is very helpful in sharing information about how Regions conduct business.

Some Additional Duties that may or may not already be on the R3
Timeline/Calendar/Assembly Checklist:

Monitor information from WSBC to R3 SC on motions, SOP items, pending issues that affect region.

Keep notes for action items for the SC, committees as they arise.

Monitor and report attendance (and encourage same) at assemblies and WSBC.

Handle request for help, concerns, questions, from Service bodies and individual members in Region 3. Consult with other SC members and/or the Trustee as needed.

Co-Chair a R3 Committee at assembly. (Coordinate which Committee with Vice Chair and Trustee.)

More shall be revealed.....