

REGION III VICE CHAIRPERSON DUTIES

**Overeaters Anonymous
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INTRODUCTION

This document serves to inform people interested in running for Vice Chair of Region III as well as providing information to assist those serving in the office of Vice Chair.

Bylaws and Policy requirements are included as well as those duties that are currently completed but are not included in the formal job descriptions.

There is also a section on general board procedures. The Vice Chair attends Board Meetings on Friday morning and Sunday morning.

The major duty of the Vice Chairperson is serving as the Convention Coordinator for the upcoming Region III Assemblies/Conventions. The Vice Chair also handles funding requests for the Region as outlined in the Bylaws/Policy Manual. These two duties are carried out continuously throughout the year.

The Vice Chair duties at the actual Assembly include: facilitating the Intergroup Problem Solving Session on Friday, leading the Green Dot orientation session on Friday, serving as the “point person” for the assembly on Saturday (coordinates any requests of the assembly with the Convention Hotel liaison), distributes the Assembly evaluations Saturday, and assists in conducting the Wrap Up Session on Sunday.

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BYLAW AND POLICY MANUAL REQUIREMENTS

The following requirements are specifically stated in the Region III Bylaws or Policy Manual.

Bylaws:

Section IX Article B

B. Vice-Chairperson

1. Shall assume the duties of the Chairperson until the next Region III Assembly in case of absence or resignation of the Chairperson.

A. The Vice Chairperson must be familiar enough with the Chairs duties so that when the Chair is absent for any reason the Vice Chairperson is able to step into the position. During Assemblies, this would happen when the Chair is sick or not available to preside at the Assembly for any reason. The Parliamentarian, however, provides a script for the Chair to read, but the Vice Chairperson needs to be familiar enough with Parliamentary Procedures so that he or she is able to use it to run the Assembly. Other times the Chair is unavailable to run the Assembly is when he wishes to participate in the debate, during an election when he is running for office, or when the chair is being recalled.

B. Also, under this Article, the Vice Chairperson would normally attend the WSBC and the Region Chairs events when the Chair is unavailable.

2. Shall serve as the liaison between the Steering Committee and the Intergroup hosting an upcoming Region III Assembly.

This is the major duty of the Vice Chairperson and will be covered in the Convention/ Assembly section of this document.

3. Shall serve as the Convention Coordinator and work with the host city committee of any Region III event on matters of policy, finance and planning.

This is also covered in the Convention/ Assembly section.

Policy Manual

Section IV Regional Events

(G) Funding New or Non-participating Intergroup Representatives

In order to increase participation of Intergroups, the Region may fully fund a representative, up to \$250, to each Regional Assembly. The representative is to be selected by the Vice-Chairman from the Intergroup nearest the location of the Assembly being held that has never, or within the past five Years, sent a representative to Region.

Eligible Intergroups may contact the Vice Chair. Also, eligible Intergroups may need to be identified, then notified to see if they wish to participate. Then the Vice Chairperson can make the final decision.

(I) Programs – Programs for all Regional Events shall be determined by the host city program committee. Such programs shall be approved by the Regional Steering Committee.

As Convention Coordinator, the Vice Chair is responsible for approving the Convention program. The convention committee sends committee minutes to the Vice Chair. The Vice Chair then answers questions and reviews the Convention Brochure before it is printed.

(M) Convention Funds. — The Region III Vice Chairperson shall be a signatory on the hotel contract, and Region III will be responsible to pay any shortfalls resulting from the hotel contract.

This is an important requirement. IG's are able to bid on hosting the Assembly/Convention as the Region stands behind them. The hotel contract must be monitored very carefully since the Region does not carry very much in its reserves. The hotel contract can make or break a convention. Successful negotiation of the hotel contract is extremely important.

(U) Any Intergroup within Region III which would like Region III to provide a Service and Tradition Workshop shall contact the Vice Chairperson. The Vice Chairperson, in conjunction with said Intergroup, shall arrange for such a workshop. Funding shall not exceed \$1,000 per year.

There is some clarification going on regarding S&T Workshops and who is qualified to lead them. The Board is currently working on this issue. Also, there

is no limitation currently on how often an Intergroup can request funds. The Bylaws Committee will need to address this.

Section VI Committees

A. Committees are to be Co-Chaired by a Steering Committee member.

Some Board members are assigned to specific committees. The Vice-Chair has historically worked with the PI/PO Committee, but should check with the Chair at Assembly as to which committee to serve with.

C. A telephone conference call will be held during the interim months between assemblies.

- 2) Steering Committee and Region III Representative co-chairs are required to attend the conference call meeting. If a committee co-chair is unable to attend the meeting, the co-chair is required to contact the Region III Chairperson to inform her/him of their absence.

The Vice Chair “attends” this conference call as a member of the steering committee, and also as a Co-Chair of a committee.

Section XI. Region Funding Of Speakers For Intergroups

Region III will fund speakers’ expenses for Intergroups requesting assistance for special events. The Vice Chairperson is to receive the applications. No Intergroup (or area) will receive funding more than once in a two calendar year period. The Vice Chair to approve funding as requests are received.

The Vice Chairperson approves funding based upon eligibility and availability of funds. This is done in conjunction with the Treasurer.

There are more specifics to this funding...see the sheet outlining funding which is also the funding request form to be submitted to the Vice Chair. This document, along with a form the Vice Chair uses to keep track of request (pending and approved) helps explain this and other funding the Vice Chair approves.

Section XV. Funding New WSBC Delegates

In order to increase Region III participation at WSBC, to fund up to \$250 per Intergroup that has not sent a delegate to WSBC in the past three years. The

maximum amount of the fund to be \$1000 per year. Fund will be allocated on a first come first served basis. Request to be submitted to the Vice Chair.

This is the same as above. Again this needs to be coordinated with the Treasurer. In the future, the Vice Chair and the Treasurer can work on addressing an easier method of keeping records on this funding and how to coordinate between the two positions.

FUNDING FOR THE PI/PO COMMITTEE

A motion was passed regarding funding for PI/PO events by the committee. The Board felt this funding request should also go through the Vice Chair as the Vice Chair currently is the point person for almost all funding requests.

GENERAL DUTIES

Assemblies

Travel and Hotel

The only time that the Vice Chairperson as Vice Chairperson travels is to the Region III Conventions/Assemblies. The procedures are that all the board members buy their own airline tickets and make their own hotel reservations. Though it is not required, the board members normally share rooms to save region money. Meals at the hotel are generally charged to the room. Meals outside the hotel are paid and the receipts saved for reimbursement. When the board eats together, the Treasurer normally pays the check.

The Board members arrive on Thursday afternoon. The Vice Chair is responsible for the Wrap Up meeting following the closing on Sunday. This meeting is generally held from noon-1:30 PM so the Vice Chair needs to make travel arrangements accordingly.

Reimbursement is simple. For all outside the hotel expenses, the board gives the receipts to the Treasurer at the end of the Assembly and the Treasurer writes a check. The treasurer will pay the room charges for all of the members for all of the board directly to hotel. If non-board member is sharing the room, the Treasurer will only pay half the room rate. The flight expense can be e-mailed to the Treasurer for reimbursement prior to travel.

Board Meetings at Assembly

Formal:

- Friday morning at 9:00 AM (after breakfast together at 8:00 AM).
- Sunday morning at breakfast prior to the Closing.

Informal:

- Thursday dinner.
- Friday breakfast.

The board normally arrives on Thursday and gets together for dinner. If we feel it is necessary, we meet in one of the hotel rooms afterwards.

On Friday morning we get together for breakfast and then adjourn to a quiet place to go over the Assembly and any other items that come up. This is the longest meeting we have and will go for as long as required.. We do have to get finished prior to the Friday afternoon workshop.

The last formal meeting is held on Sunday morning. We meet for breakfast and discuss how things went and any changes we need to make next time.

All other discussions are done by email or phone during the year, including the mid-assembly conference call.

General Duties

As stated in the job description, the Vice Chairperson supports the Assembly. Currently, the Parliamentarian is assisting by checking the Assembly room.

- The Vice Chair assists the chair by providing a copy of the Steps, Traditions, and Concepts for the readers.
- The Vice Chair also passes out and collects the Assembly Evaluation forms.
- After the start of the Assembly, the only Vice Chairperson specific duties are to read his report and to be prepared to take over for the Chair if necessary. This is when the Chair is not available, when he wishes to be part of a debate, or when the issue affects him directly, such as when he is running for election.
- The Vice Chair also is the “point person” who communicates any assembly needs to the Convention Committee or hotel through the Hotel Liaison.

“Green Dot” Orientation

- The Vice Chairperson is also responsible for planning and conducting the “Green Dot” orientation for new region representatives.
- The purpose of the meeting is to let the newcomers know their responsibilities what to expect during the Assembly.
- Recently we have been e-mailing the information to the Green Dots prior to the Assembly. This has been successful in allowing them to review and be prepared ahead of time. This makes for a shorter meeting.
- The orientation is held directly after the Convention Grand Opening. The Vice Chairperson assures, as part of the Convention Liaison duties, that there is a room set up for this purpose. (Watch for this on the Hotel Contract).
- The Vice Chair is responsible for updating the Newcomers Pamphlet.

The Convention Planning Manual now states that the registration person should e-mail the Vice Chair the green dot registration information for the purpose of e-mailing (or snail mailing for those with no e-mail) the Green Dot info. The meeting usually starts about 9:00 or 10:00 p.m. on Friday night, and usually lasts about a half hour or less.

The meeting is run by the Vice Chairperson with the Parliamentarian giving a Robert’s Rules briefing. It is nice to invite the entire Board to attend the beginning of the session, so that the new reps can meet them in a more informal setting.

Assembly Evaluation

- The Evaluation form lets the Board know how things are going.
- The basic form has both specific questions and room for comments.

- The form is normally passed out after the Saturday lunch break and collected at the end of the Assembly. If they are passed out earlier, the reps tend to lose them.
- The Vice Chairperson reminds them during his report and at the end of the Assembly to turn them in.
- The Vice Chair compiles the responses (there is a format and form for same) and reports this information to the Board. Suggestion that this be less formal and the Vice Chair use this information as part of Convention planning. This could be discussed at future Board meeting to determine continued use. Possibly the Assembly might be involved in how useful and necessary this information is to the Assembly.

Committee Meetings

- Each Board member is assigned (by consensus and the Chair) as a Co-Chair of a specific committee.
- The Vice Chair coordinates with the Chair as to where to serve.
- Your responsibility is to give advice on Region Policy and to provide a history that many of the new members do not have.
- You may be assigned to a committee depending on your experience and desires, or where a committee needs a Board member.

Intergroup Sharing Meeting

- This is an informal meeting which takes place on Friday afternoon from 3 – 5 p.m.
- It is a time when Intergroups who have some kind of problem or question, can get information from other Intergroups on how they solved it.
- The Vice Chairperson is the coordinator whose only job is to keep it moving.
- There are no formal notes taken at this meeting, but a brief report is given at the Assembly, such as how many attended and what was discussed in general.

CONVENTION/ASSEMBLY COORDINATION

General

- The Vice Chairperson is the single board point of contact for all Convention history, information and assistance.
- The day to day planning is done by the host Intergroup with the assistance of the Vice Chairperson.
- The Vice Chairperson is a co-signer on the hotel contract.
- The primary responsibility of the host Intergroup is the Convention.
- The Region Board provides the planning for the Assembly and gives the host Intergroup the times and the physical requirements. This is covered in the Convention Planning Manual.
- The Vice Chairperson is responsible for correcting and updating the Convention Planning Manual and for distributing the manual to all Intergroups who have been approved by the Assembly to host a convention and for distributing final Convention Reports to all interested Intergroups.
- The Convention Planning Manual is distributed electronically via the Region III website. It is the responsibility of the hosting intergroup to produce printed versions of this document if they so desire.

Prior to Convention

Intergroup Selection

Any intergroup in Region III can host a Region III Convention.

The Region III Policy Manual states: *“Host Intergroups will place application prior to Assembly for bids to hold conventions in their location. If locations are not scheduled for next Assembly, then Emergency Application may be placed under New Business.”*

This procedure was adopted as a result of two intergroups bidding for the same time slot and the confusion which resulted.. Current practice is to “accept” bids up until Assembly and then announcing who has bid. There hasn’t been another instance of two requesting the same time slot.

We do have some suggested policy changes that we schedule for only three years. It could be the case that we would have two (or more) IG’s bidding for the same time slot. I think in that instance, the Vice Chair can ask if any are willing to take a different time slot. But it should also be open to the assembly to decide which group will host in the event there are requests for the same time. Since we have been conducting such successful conventions, we have had no lack of IG’s requesting to host.

If there is a possibility that no Intergroup will volunteer to be the host, the Vice Chairperson as well as all other members of the board are responsible for finding a host Intergroup. When the Assembly approves the motion, the Vice Chairperson sees that the new Host Intergroup gets a copy of the Convention Planning Manual and the last 2 or 3 Convention Final Reports.

Convention Planning Committee (for upcoming events)

The Vice Chair should be extremely familiar with the Convention Planning Manual (CPM). Often, questions you are asked can be answered by referring the Committee to the CPM. You cannot over-emphasize to the committee their need to utilize the manual.

The Vice Chairperson gives both general and specific assistance during the process. The Vice Chairperson should be an addressee on all committee reports. Review to determine if anything is going wrong early in the planning process, such as Bylaw, Policy or Tradition breaks. The Hotel contract is a major area where you need to assist and at times direct the committee. The Vice Chair is responsible to cosign the Hotel Contract. This is necessary as the Region has assumed responsibility for monetary losses of the convention. The contract should be signed about 1 year prior to the event. The Vice Chair is the Board's single point of contact if any questions arise. Keep informed, ask questions, and the host Intergroup is prevented from making any very serious mistakes.

There are a couple of items that need to be run through the Vice chair. The first is the Hotel Contract. He has to be a signer on the document for the Region and he has a file of previous contracts and final reports to refer to. The second is the Convention Brochure. This is a fairly large printing expense and if there is a major mistake on it is difficult to fix. This has happened. Also, the brochure contains most of the vital information (registration fees, hotel info, program and assembly info, etc.) which the committee has developed. The brochure in this sense reflects that the CPM points have been considered and observed.

The Vice Chairperson is also responsible for updating the Convention Planning Manual and directing the hosting IG's on how to obtain their "electronic" copy. The Intergroup can then just print out the necessary sections to give to their committee chairs.

During Convention

Most of the duties during the Convention have already been covered. In general, the Vice Chairperson is the link between the Intergroup Committee and the board. Any question that the Committee can not answer, are brought to him.

After Convention

Final Wrap-up Meeting

The Wrap-up meeting is held after the Convention is over. Generally it is a working lunch held after the formal closing so that people can catch planes. This means that the Vice Chairperson has to plan to leave late in the afternoon. Since you normally need to be out of the rooms by 11 or 12, you will have to get a late departure from your room.

In the Wrap-up meeting the Convention Committee Chairs and representatives of those IG's planning to host upcoming conventions meet to go over what went right or wrong during the weekend. The Committee chairs are available to answer questions and to arrange to get permanent equipment to the next site. This is a great way for upcoming hosts to improve their experience.

Convention Final Report



The Region III Policy Manual states (Section 4, S) that the Convention Final Report is due to the Vice Chairperson no more than 45 days after the close of the Convention. It has happened one time in the past several years. As a result, I've developed a fill-in-the-blank Wrap Up report which contains much of the pertinent information. I've suggested we try this (starting 3-07) to see if it is an easier, more efficient and effective way to convey the information upcoming hosts want and need. This report will need to be "tweaked" as we become aware of additional items which can be added. The Board will discuss this process this assembly and possibly change this procedure for the Final Report---perhaps changing it or even deleting the longer version. It is my thinking the Vice Chair can now easily change the CPM to institute changes which are effective --or delete things that aren't working. The experience can be communicated this way rather than lengthy final reports. The vital information in the Wrap Up report can then be ready quicker. I've tried to include the information that gets asked about most often. Again, subject to improvement as we go.