

Louisville Metro Intergroup Policies and Procedures

All policies and procedures shall be consistent with current LMI Bylaws. In accordance with group conscience, any changes to this document must be presented at an Intergroup meeting in writing at least one month prior to being voted upon.

I. Meetings (LMI Bylaws, Article V)

Meetings are held the third Monday of each month from 7:00 PM-8:00 PM via ZOOM.

II. Responsibilities of LMI Meeting Representatives

A. Guardianship Responsibilities

1. Developing and approving an annual intergroup calendar to schedule service opportunities for the coming year
2. Overseeing the money the member meetings entrust to Intergroup by
 - a. Approving an annual budget
 - b. Reviewing the monthly budget reports and the annual audit
3. Voting to elect Intergroup officers, committee chairs, and region and world service representatives
4. Voting on any changes to the bylaws or policies and procedures
5. Serving as guardians of the Twelve Steps, Twelve Traditions and Twelve Concepts with respect to the function of the Intergroup

B. Communicating Responsibilities

1. Communicating needs and suggestions of their meetings to Intergroup throughout the year
2. Reporting out to their meetings by making announcements about Intergroup, Region, and World activities, news, and resources
3. Representing the group conscience of their meetings when voting on Intergroup decisions

C. Community-building Responsibilities

1. Inviting people and meetings to share in service projects
2. Welcoming newcomers to Intergroup meetings the same way a newcomer is welcomed to any OA meeting
3. Being available by email to receive Intergroup communications

D. Intergroup-building Responsibilities

1. Over time, many Intergroup Representatives become elected Intergroup officers or appointees approved by Intergroup to take on special tasks.
2. Intergroup asks any meeting whose representative has become an elected or approved official to send a new representative to Intergroup.

III. Intergroup Elected Officer Service Descriptions (LMI Bylaws, Article IV, Section 6)

A. Co-Chairs:

1. Each Co-chair has a minimum of one year of current abstinence at the date of nomination

2. One co-chair to be elected each year
3. Each completes a two-year term of service
4. Co-chairs decide between them who will lead the LMI monthly meeting or parts of the meeting

Working together the Co-Chairs arrange to:

5. Provide a reminder email with agenda items for each Intergroup meeting, referring to the LMI annual calendar and the previous month's meeting minutes for planning purposes
6. Conduct Intergroup meetings, utilizing the approved LMI meeting script and the current edition of *Robert's Rules of Order, Newly Revised* as appropriate for major decisions
7. Make minor changes to the LMI meeting script as needed
8. Lead Intergroup in vision planning and annual goals for LMI each September, periodically using the WSBC's *Intergroup or Service Board Inventory* as a resource
9. Convene Officer meetings once-a-month prior to Intergroup meeting
10. Conduct an annual financial audit with Finance Committee in January
11. Ensure that each new member to Intergroup receives a copy of the Welcome Book and a follow-up welcome call
12. Ensure that the LMI Welcome Book is updated annually in virtual or hard copy form
13. Work with other intergroup members to survey the general membership in odd-numbered years for assessment and planning purposes.
14. Act as list managers in sending and responding to correspondence on the LMI togetherwgb@gmail.com account.
15. Keep the Intergroup membership list current as a mailing group on the togetherwgb@gmail.com account.
16. Monitor the WSO quarterly web publication, "A Step Ahead," and provide a quarterly report to Intergroup

B. Secretary:

1. Has six months of current abstinence at the date of nomination
2. Is elected in even numbered years
3. Completes a two-year term of service
4. In the absence of the Chair and Vice Chair, the Secretary will open the LMI meeting and hold an election for a temporary Chair
5. Takes minutes of Intergroup meetings that include
 - a. the name and LMI position of everyone who attended the meeting,
 - b. a record of any motions discussed, tabled, or brought to a vote
 - c. specific notes of any follow-up actions that IG members commit to take on projects before the next monthly IG meeting
 - d. brief summaries of any oral reports given at the meeting
 - e. attachments of any reports submitted in print or electronically

6. Distributes the minutes within two weeks of the intergroup meeting to the executive committee for reference at their monthly meeting
7. Maintains a hard copy and electronic files of all minutes, treasurer's reports, committee reports, or survey results
8. Keeps a cumulative list of Intergroup motions for Bylaw amendments for annual review
9. Completes any correspondence requested by the Chair
10. Brings current year's Secretarial records to Intergroup meetings for reference as needed

C. Treasurer:

1. Has six months of current abstinence at the date of nomination
2. Is elected in odd numbered years
3. Completes a two-year term of service
4. Maintains the LMI bank account
5. Receives contributions from groups and deposits same in timely manner
6. Pays all bills of Intergroup approved by Co-Chairs
7. Distributes a monthly financial report to all members of Intergroup
8. Maintains a prudent reserve as noted in the budget plan
9. Keeps records of past three years available for review by any person who is verified to be a regular OA member
10. Prepares a written annual budget with the Finance Committee, and distributes at Intergroup each January for Intergroup approval
11. Participates in an annual audit with the Chair and Finance Committee in January
12. Retains a copy of LMI Liability Insurance policy and reviews annually in March for any changes
13. Should LMI cease operations, ensures that all debts are paid and then all remaining funds are distributed to other Overeaters Anonymous service bodies or to the WSO in accordance with Tradition Seven

D. Regional Representatives and Alternates:

1. Each Regional Representative has one year of current abstinence at the date of nomination
2. Each Alternate Representative has six months of current abstinence at the date of nomination
3. One Regional Representative is elected each year, providing for mentoring and continuity
4. Each Regional Representative completes a two-year term of service
5. Represents the LMI at the Region 5 Assembly in March and November each year
6. Presents a report to Intergroup on each Region 5 Assembly

E. WSO Delegate:

1. Has one year of current abstinence and two years of service beyond the Group Meeting level, at the date of nomination
2. Is elected in odd numbered years

3. Completes a two-year term of service
4. Represents the LMI at the World Service Business Conference for one week in May
5. Presents a report to Intergroup on each World Service Business Conference, highlighting changes in national policies and newly approved OA literature

IV. Intergroup Service Positions that Require Intergroup Approval but not Election

Intergroup may recruit and approve volunteers from Intergroup or experienced OA members not on Intergroup to the positions listed below for one-year terms beginning at the July Intergroup meeting and ending the following July. Each year, Intergroup will confirm new or returning appointees to these positions.

A. Web Administrator

1. Maintains account access and credentials with web hosting provider(s). (Currently this is GoDaddy.)
2. Enables and maintains two factor authentication for access to provider account(s).
3. Provides these credentials to Co-Chairs upon request.
4. Ensures that renewals are current for
 - a. domain name - louisvillemetrooa.org
 - b. privacy layer for domain
 - c. web site content hosting
 - d. SSL security layer
 - e. engine optimization feature
5. Works together with the Treasurer to fund the above list of items
6. Ensures that website content is backed up on a regular basis
7. Ensures that host server available disk space is sufficient
 - a. Typically this involves deleting automatically generated log files, every quarter or so, and
 - b. possibly deleting outdated document attachments and content
8. Adds content as agreed upon by Intergroup, and/or Steering Committee, and/or Communications Committee. This includes, but is not limited to:
 - a. Documents -Meeting Directories, Events, 7th Tradition details, Newsletter PDF files, etc.
 - b. links to Region 5 Newsletters, etc
 - c. Text content: Events, 7th Tradition Details, etc.
9. Monitors the email account [louisville.metro.aa@gmail](mailto:louisville.metro.aa@gmail.com) and responds to and/or forwards all emails as appropriate.
 - a. Most emails are to be forwarded to the Newcomers's Advocate
 - b. Second most common type of emails are requests to update content on the website
 - c. If not certain, consults with the Communications Committee and/or Steering Committee

- d. Adheres to principles: does not break anonymity or publish outside matters in any reply
- 10. Ensures that the website content is accessible and readable on multiple platforms, including PCs, tablets and smartphones
- 11. Reports to Intergroup at each monthly meeting any changes, concerns, expenses, questions regarding the website
- 12. Continues the current practice of not duplicating Virtual Region website content. Rather we invite blast list members to subscribe to Virtual Region updates directly.
- 13. Recruits help from within the membership to work on SEO, if/when approved by Intergroup.

B. Meeting Lists Coordinator

1. Owns and updates the master meeting-directory database (perhaps this could be a Google Sheets document with pull down choice lists for each item of information)
 - a. stores the details for every meeting about its day and time, name, location, address, format, and contact information for the meeting's contact person, secretary, treasurer, and intergroup representative for the use of Intergroup only
 - b. feeds the website the information appropriate to publicize the meeting on the public LMI meeting list as directed by the meeting
 - c. For each piece of contact information about the meeting, stores and observes the meeting's preferences about public (website) vs private (blast list) vs confidential (Intergroup only) sharing of information
2. Using the master meeting directory, periodically produces two PDF meeting lists, for printing, emailing, or posting on the website
 - a. Public Document - for website - does not contain meeting passwords or other details as decided by the individual meetings
 - b. Private "membership only" document - for the LMI email blast list - each meeting decides which passwords and details to include
 - c. Important for both formats:
 - a. Days, times, formats, and locations for meetings
 - b. Public contact person for questions about the meeting
3. Ensures group meeting list remains current with WSO, Region 5, Twelve Stepper, and the LMI web site

C. Communications Coordinator

1. Monitors the Togetherwgb@gmail.com email blast inbox
2. Updates the email membership list (adding/deleting as requested), checking authenticity when indicated
3. Sorts messages according to purpose. Forwards to appropriate intergroup member as needed
4. Works collaboratively with Co-chairs and Website Manager to decide what messages need to be forwarded to membership in an email "blast"

5. When replying to messages from individual OA members, bases each response upon sound knowledge of OA principles and traditions
6. Responds to messages in a timely manner using clear, professional writing
7. Follows the LMI Policies for the togetherwgb@gmail.com email blast account

D. LMI ZOOM Captain

1. Maintains the OA Zoom account
 - a. Adds, changes, or deletes reoccurring OA Zoom meetings as needed
 - b. Sets up special one-time OA Zoom meetings for events
2. Communicates with OA Zoom hosts
 - a. Communicates to hosts on how we are managing our OA Zoom account
 - b. Trains new OA Zoom hosts on do's and don'ts for the OA Zoom account.
 - c. Communicates announcements to ZOOM hosts at the request of Intergroup Co-chairs
Set ups payment for the OA Zoom account
3. Monitors the Togetherwgb@gmail.com email address:
 - a. Updates email membership lists (adding/deleting as requested), checking authenticity when indicated
 - b. Sorts messages according to purpose. Forwards to appropriate intergroup member as needed
 - c. Works collaboratively with Co-chairs and Website Manager to decide what messages need to be forwarded to membership in an email "blast."
 - d. When replying to messages from individual OA members, bases each response upon sound knowledge of OA principles and traditions.
 - e. Clear, professional writing is important, as is responding to messages in a timely manner.
 - f. Follows the LMI Policies for the togetherwgb@gmail.com email blast account

E. LMI 12-Stepper Editor

1. Prepares a bimonthly virtual and visual newsletter that advertises upcoming OA events and invites reader feedback on OA dilemmas
2. Works with the LMI Co-Chairs or the Communications Coordinator to publish the newsletter on the email blast list

F. Retreat Chair(s) Working with their committee, the Retreat Chairs

1. Plan and administer all aspects of the LMI Retreat (i.e. secure the retreat location, determine date, develop theme, secure presenter(s), etc.)
2. Ensure funds are managed with sound financial practices
3. Provide timely reports to Intergroup on Retreat plans, finances, and evaluations

G. LMI Newcomer Advocate

1. Responds to newcomers' inquiries on the Louisville.Metro email account
2. Responds to messages on the LMI telephone answering service
3. Keeps a supply of "Where Do We Start" pamphlets, LMI meetings lists, envelopes, and postage stamps at hand to send materials to inquirers.
4. Converses with newcomers to answer their questions, connect them with meetings, and connect them with temporary sponsors as appropriate

H. LMI Professional Outreach Advocate

1. Keeps a supply of professional outreach materials and envelopes and stamps on hand to send to any OA member who requests materials to take in person to their doctor, clergy person, therapist, educators, or other professionals who make referrals to compulsive eaters
2. Sends professional outreach materials directly to any professional at their request or at the request of an OA member.