

CCCI Board Qualifications and Terms

Qualification requirements for the California Central Coast Intergroup ("CCCI") board are set forth below:

- Working the Twelve Steps of the recovery program for one (1) year and selected for judgment, experience, stability and faithful adherence to the twelve steps and twelve traditions of OA;
- Familiarity with the Twelve Concepts of OA Service;
- Three (3) months current abstinence with the exception of the World Service Conference Delegates and Regional Representatives. The treasurer should have one (1) year current abstinence; and
- Regular attendee of an active group registered with the CCCI and WSO.
- Once elected, regular attendance of all Intergroup Meetings is required. Inability to attend should be communicated to another board member prior to the meeting.

Terms of Office

- Board members shall be elected to serve for a period of two (2) years.
- Board members shall serve no more than two (2) consecutive terms; however a member who at the expiration of the current term shall have completed less than three (3) full years of service shall be eligible for an additional two year term.
- After an interval of two (2) years, a member may again be eligible for election to their prior office.
- WSO Conference Delegates and/or Region 2 Representative shall be elected for a term of two (2) years.
- Upon election to the Board, members shall cease to be a representative of their group and that group shall elect a new IR.

BOARD CHAIRPERSON

- Presides at all regular and special meetings of the CCCI. The preferred method is Roberts Rule of Order ;
- Is responsible for establishment of the CCCI meeting dates and securing the meeting rooms as agreed by vote of the CCCI Members (The CCCI Board, Committee chairs or alternates and Intergroup representatives);
- Creates the agenda for all CCCI meetings and submits to Virtual office for printing before next meeting.
- May cast the deciding vote to make or break a tie.
- May attend all standing committee meetings.
- May be removed after two (2) consecutive and unexcused absences from meetings of CCCI.

INTERGROUP SECRETARY DUTIES

- Record minutes for the monthly Intergroup Meetings. The Secretary should also be available for any note-taking or minutes that may be required for ad hoc meetings. Good note-taking skills are required, as well as good spelling, grammar, and punctuation.
- Transcribe minutes and obtain approval from attendees via email within one week of next meeting. Make all necessary corrections and submit final to Virtual Office for distribution at next meeting.
- Responsible for attending to the OA Hotline on a daily basis. This involves calling the Hotline, retrieving all messages and handling them as may be required. This sometimes requires call-backs to individuals with questions and most often mailing schedules to those who request them. You should be prepared to discuss OA if an individual asks for a call-back and have a schedule in front of you when the call is made you are the ambassador of OA and should be prepared to carry the message of OA.
- Backup person for CCCI archives

TREASURER

- Accept monies on behalf of CCCI and prepare receipts
- Pay all expenses incurred by CCCI
- Manage CCCI bank accounts, currently; Operating, Prudent Reserve and Delegate accounts at SESLOC
- Record all financial transactions of CCCI.
- Prepare monthly Financial Statements (income and expenses), preferably using a widely used spreadsheet program such as Exel, for Intergroup Meetings to bring full transparency to the CCCI board and its member meetings.

- Work with two other board members to establish annual CCCI budget.
- (7) Provide special reports to CCCI such as budget status, financial results of CCCI events as appropriate.

VIRTUAL OFFICE

- For CCCI Meetings make copies (currently 20) of previous meeting minutes, current agenda, financial statements, other special meeting handouts (eg. R2 Delegate reports, budgets, WSO or R2 reports etc.)
- Provide for the CCCI meetings:
 - copies of the prayers
 - copies of the 12 Concepts, 12 Steps and the 12 Traditions
 - copies of the Newsletter (ample copies for all meeting reps to take back to meetings)
 - basket for the collection of 7th Tradition
- In January obtain the Agenda Questionnaire Summary for World Service Business Conference and make copies for all.
- Mail copies of all meeting documentation for IG reps not at Intergroup meetings
- Submit expenses (including receipts, if any) for reimbursements
- Provide electronic documentation to the CCCI Archivist

REGION 2 DELEGATE(S)

- Register for Region 2 (R2) bi-annual business conferences (April and October)
- Request check for registration from Treasurer
- Submit receipts for expenses (eg. room, food and transportation) to Treasurer
- Join an R2 committee (topics such as Twelfth Step Within) and work on committee, throughout the year
- Present reports, written to Virtual Office and verbal at next CCCI meeting
- Provide handouts from R2 meeting to Virtual Office for next CCCI meeting

PUBLIC INFORMATION

- Inform the public about Overeater's Anonymous through newspapers, magazines offering free public announcements, internet, Craigslist, farmers markets, health fairs, health practitioners or any other viable means.
- Publish and distribute CCCI events outside of CCCI groups. Responsible for obtaining event flyers, internet postings and sending them to R2, local intergroup and the public.

12TH STEP WITHIN

- Keeps everyone abreast of CCCI groups' activities, needs, and upcoming events via email, text, phone, and via meeting announcements
- Plans 4 CCCI events each year.
- With committee volunteers, establishes event activities, arranges speakers, event venues, has flyers created and distributed and all needed activities for the event to all CCCI groups.
- Under direction of 12th Step Within Chair, an Event Recorder may be appointed, as required, for recording events and distributing CDs.

BYLAWS

- Keep Bylaws current, as needed based on World Service (must review annual business conference amendments, most do not apply), R2 or CCCI.
- CCCI Bylaws change must be approved by Region 2 Trustee (currently Meg Harlor). Changes may be required. When R2 has approved, drafts must be provided to all CCCI Board members and IG meeting Reps. At the next CCCI meeting the proposed changes must be approved. CCCI meeting minutes approved at the next CCCI meeting must be sent to R2 Trustee and sent to the CCCI webmaster to be posted on our website.
- Provide the Bylaws to the CCCI Archivist for retention.
- Distribute approved bylaws to each group rep, officer and committee chair at Intergroup meeting.

CCCI ARCHIVIST

- Collect all documents from any CCCI meetings, events etc. and retain an electronic file (must be backed up regularly) and a paper file.
- All documents must be organized in an orderly fashion (eg. agendas, minutes, and financial reports).
- A secondary location must be maintained for continuity (eg. Another OA member retains backups).

MEETING SCHEDULE COORDINATOR

- Change requests to the schedule are requested during CCCI meetings and as reported to the Coordinator in person, via phone, or email.
- Updates must be made on the World Service internet site.
- Schedule must be updated every 30 to 60 days using a template in a commonly used program such as Word and distributed to CCCI meeting secretaries, Intergroup Board and webmaster.

NEWSLETTER EDITOR

- Collect stories, announcements, poems, anecdotes, quotations and put together in newsletter format for Webmaster to publish online.
- Keep newsletter current as to events and CCCI announcements.
- Keep track of submissions so the same story doesn't get printed twice.
- Distribute printed copies at each Intergroup meeting to Group Reps and Board Members. You are on a budget, which must be observed. Bring copying receipts to Treasurer for reimbursement.
- Submit the Newsletter to the Virtual Office for distribution at CCCI meetings and provide to Webmaster in PDF format for posting on the internet.

WEBMASTER

With the guidance of the IG Webmaster Tech, the webmaster performs the following duties via the ccadmin login:(located at <http://centralcoast.oar2.com/index.php/region-2-officer-login.html>)

- Updates all pages of the website including the Intergroup News page, CCCI meeting dates and locations.
- Uploads and links for approved minutes, publications , changes or additions
- Maintains the calendar with CCCI meeting dates
- Adds events, - uploads event PDF, add map links and adds pertinent information regarding the event
- Responds to inquires via the website
- Uploads the most current meeting list obtained from the meeting list person

Webmaster Tech

In an advisory position, the webmaster tech position performs the following duties:

- Fixes website issues on centralcoast.oar2.com
- Communicates with the Region 2 webmaster to gather information about changes to R2 website system, fixes, additions and best practices to centralcoast.oar2.com per Intergroup
- Maintains the backend of the system
- Adds and deletes webmaster users and maintains the passwords.