

GSI COMMITTEE DESCRIPTIONS

BYLAWS & PROCEDURES COMMITTEE

Purposes

The purposes of the Bylaws and Procedures Committee are to determine the administration and operation of GSI by providing Bylaws for the governmental and organizational structure, and Policies and Procedures for GSI's guidance.

Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or binders of the committee's activities and reports.

General Duties

1. To review the existing Bylaws annually to ensure that they comply with current corporate laws.
2. To suggest appropriate amendments to the existing Bylaws so that the administration and operation of GSI can be accomplished effectively and legally.
3. To suggest appropriate changes to the Policies and Procedures to streamline where possible the administration and operations of GSI.
4. To ensure that all materials used follow the Twelve Traditions.

EVENTS COMMITTEE

Purposes

The purpose of the Events Committee are to serve as a means of outreach and recovery; to provide a forum for sharing experience, strength and hope particularly at marathons and retreats; and to work with the Ways and Means Committee in order to ensure that the financial needs of GSI are met through these events.

Chair and Members Duties

The Chair shall be the GSI Co-Chair. The members of the standing Committee shall include all Alternate Delegates and the Assistant Treasurer. Others are welcome as members.

Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or binders of the committee's activities and reports.

General Duties

1. To oversee Events sponsored by GSI and member groups.
2. To schedule marathons, workshops and retreats in order to carry the message and to raise money for GSI expenses.
3. To coordinate the timing of these events with other Intergroups in this area when possible.
4. To contact and supply information, guidelines and materials to groups or individuals that are considering holding an event such as a marathon or workshop.
5. To update and make available the GSI binder titled "Retreats" to be used by the Retreat Chair; and to suggest to the GSI Board appropriate revisions to retreat procedures as needed.

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6. To work with and assist individual event Chairs as needed.
7. To maintain a list of people who are willing to do service as speakers at events and a list of possible retreat leaders.
8. To schedule and reserve retreat sites, one year in advance where possible, and to negotiate the retreat costs.
9. To ensure that all materials used follow the Twelve Traditions.

GROUP COORDINATING COMMITTEE

Purposes

The purposes of the Group Coordinating Committee are to serve as a means of outreach and recovery; to maintain accurate and current information on all GSI meetings; to register all meetings with WSO; and to notify WSO of any changes in a timely manner.

Chair and Member Duties

1. The Chair shall be called the Group Coordinator.

Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or binders of the committee's activities and reports.

General Duties

1. To register all GSI meetings and changes thereof with WSO, and to notify the local directory contact person of changes affecting the directory.
2. To have available a current WSO printout of registered GSI meetings.
3. To assist with the formation and development of new meetings.
4. To ensure that all materials used follow the Twelve Traditions.

H.I.P. COMMITTEE

Purposes

The purposes of the Hospitals, Institutions and Professionals (H.I.P.) Committee are to serve as a means of outreach and recovery, and to encourage greater understanding and cooperation between OA and hospitals, institutions and professionals concerned with compulsive overeating and eating disorders.

Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or binders of the committee's activities and reports.

General Duties

1. To work with the Eastside Intergroup H.I.P. Committee to develop and maintain a mailing list of professionals (doctors, therapists, etc.) and institutions interested in compulsive overeating and OA; and to mail meeting directories to those listed once per quarter.

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2. To verify biannually whether the professionals and institutions listed wish to remain on the mailing list; to offer to send other literature which may be helpful; to ask for names of colleagues who may be interested in being on the mailing list; and to update the mailing list accordingly.
3. To immediately mail a directory and a literature packet to any new professional or institution added to the mailing list.
4. To answer inquiries and to arrange for a speaker(s) when professionals or institutions request someone to speak; and to provide appropriate conference approved OA and AA literature to the speaker for distribution.
Speakers should
 - a. share their experience, strength and hope.
 - b. avoid engaging in controversy about the medical aspects of the disease.
 - c. be able to speak on specific topics requested of them (such as specific age groups and recovery, or persons who are 100 pounds or more overweight).
5. To assist the Public Information Chair where possible.
6. To ensure that all materials used follow the Twelve Traditions.

HOTLINE COMMITTEE

Purposes

The purposes of the Hotline Committee are to serve as a means of outreach and recovery and to maintain a telephone service. For newcomers to obtain information about OA; to provide information about the meetings available; and for those in the OA program to obtain help via an anonymous reach-out call. The term "hotline" does not denote a crisis hotline telephone service; in the telephone book, it is listed as a general information phone line.

Chairs

The Committee shall have two Co-Chairs, one from Greater Seattle Intergroup and one from Eastside Intergroup. They may each have assistance if they so choose.

Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or binders of the committee's activities and reports.

General Duties

1. To recruit volunteers, particularly
 - a. "Day Coordinators" who try to recruit volunteers for a specific day of the week.
 - b. "Substitutes" who can fill in temporarily when available for people with an assigned shift.
2. To train volunteers, answer questions and provide additional information where possible.
3. To create a monthly schedule of assigned Hotline shifts for the coming month, and to mail the schedule to the volunteers prior to the beginning of the month.
4. To ensure that the recordings if any, are current.
5. To work with the telephone answering service company or companies to maintain the system or revise it as needed.
6. To promote or arrange for the promotion of the Hotline at all events, retreats and marathons; and to pass around sign-up sheets for volunteers at these events.
7. To ensure that all materials used follow the Twelve Traditions.

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LIFELINE COMMITTEE

Purposes

The Purposes of the Lifeline Committee are to serve as a means of outreach and recovery, and to promote the sale of *Lifeline* subscriptions.

Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or binders of the committee's activities and reports.

General Duties

1. To promote the sale of *Lifeline* subscriptions.
2. To mail such subscriptions to WSO (if necessary and in bulk where possible).
3. To promote article writing within the local fellowship.
4. To collect old copies of *Lifeline* to distribute to group representatives at GSI, or to be used as a raffle donation at events.
5. To arrange for the display, sale and/or raffle of *Lifeline* subscriptions at events.
6. To encourage OA members to be a *Lifeline* sales representative for their group.
7. To ensure that all materials used follow the Twelve Traditions.

LITERATURE COMMITTEE

Purposes

The purposes of the Literature Committee are to serve as a means of outreach and recovery, and to be a source of information regarding OA and AA literature and twelve step literature policies.

Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or binders of the committee's activities and reports.

General Duties

1. To provide information about conference approved OA and AA literature for all GSI groups.
2. To provide copies of order forms for WSO literature, *Lifeline*, and the *Region One News*.
3. To purchase and maintain a stock of two or three kits for new meetings; these materials include
 - a. the WSO New Group Starter Kits.
 - b. the following books: *Alcoholics Anonymous*, *Twelve Steps and Twelve Traditions*, the *Twelve Steps of Overeaters Anonymous*, and *Overeaters Anonymous*.
4. To ensure that all materials used follow the Twelve Traditions.

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NEWSLETTER COMMITTEE

Purposes

The purposes of the Newsletter Committee are to serve as a means of outreach and recovery, and to provide information about the events and services of GSI, Region One and WSO.

Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or binders of the committee's activities and reports.

General Duties

1. To prepare the newsletter bimonthly and have it copied or printed in a timely and cost-efficient manner.
2. To bring the newsletter to Intergroup bimonthly for distribution.
3. To mail copies of the newsletter to the Region One Chair, the Region One Trustee, and the Editor of the *Region One Newsletter*, and, as funds permit, to all Region One Intergroups (priority given first to those Intergroups that mail their newsletter to GSI).
4. To promote article writing within the local fellowship.
5. To publish Intergroup news and information about coming events.
6. To ensure that all materials used follow the Twelve Traditions.

PUBLIC INFORMATION COMMITTEE

Purposes

The purposes of the Public Information Committee are to serve as a means of outreach and recovery, and to assist meetings and GSI with ideas about carrying the message to the public (via newspapers, radio and television media, and such).

Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or binders of the committee's activities and reports.

General Duties

1. To develop, schedule and organize Public Information (PI) Nights, and to assist or recruit meetings at which such PI events can be held.
2. To maintain a list of people available to share their experience, strength and hope; and to arrange for such speakers for PI events as needed.
3. To arrange for the showing of the OA movie and to coordinate making available conference approved OA and AA literature at the PI events.
4. To develop and maintain a list of newspapers, radio stations and television stations, or other means of public information disbursement, that will print or air ads and public service announcements, and/or feature stories about compulsive overeaters and recovery.
5. To ensure that all materials used follow the Twelve Traditions.

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TAPE LIBRARY COMMITTEE

Purposes

The purposes of the Tape Library Committee are to serve as a means of outreach and recovery, and to maintain OA and GSI tape recordings (of speakers, marathons, etc.) for use within GSI.

Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or binders of the committee's activities and reports.

General Duties

1. To maintain the existing tape library, and to copy and create duplicate tapes of old and new recordings as needed; to prepare labels as needed; and to update the index of titles accordingly.
2. To maintain and keep the original tapes separate from the duplicated checkout tapes, so that the originals are always safe and available for duplication.
3. To maintain the logbook of checked-out tapes and to follow up on tapes which are overdue.
4. To photocopy the index for distribution to Intergroup representatives.
5. To purchase upon GSI approval supplies as needed such as pre-recorded OA tapes, blank tapes, containers, and labels.
6. To help the Events Committee as needed regarding taping retreats, marathons, workshops and such, and for duplicating such tapes for sale within the fellowship.
7. To ensure that all materials used follow the Twelve Traditions.

TWELFTH STEP WITHIN COMMITTEE

Purposes

The purposes of the Twelfth Step Within Committee are to serve as a means of outreach and recovery; to share information and ideas, which will help, generate recovery within the fellowship; and to carry the message to those within the fellowship who still suffer.

Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or binders of the committee's activities and reports.

General Duties

1. To call or write the Group Representatives and/or Contact persons of any meetings which did not send a Representative to the GSI Intergroup meeting to remind them that their group is responsible for providing a Representative to attend GSI Intergroup meetings in order to vote on matters and to pick up materials for distribution to their meeting.
2. To mail, as funds permit and in a timely manner, flyers of current events and meeting directories (up to one ounce of first-class mail) to those groups which were not represented at the GSI Intergroup meeting.
3. To provide the GSI Secretary, Assistant Secretary and the Group Coordinating Committee with the names and addresses of the current Group Representatives.

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4. To reach out to meetings and individuals that have drifted from GSI or that need support; and to organize events which promote GSI and OA, as time permits.
5. To ensure that all materials used follow the Twelve Traditions.

WAYS & MEANS COMMITTEE

Purposes

The purposes of the Ways and Means Committee are to serve as a means of outreach and recovery, and to help determine the financial needs of GSI and the means of meeting such needs.

Chair

The Chair is that Assistant Treasurer.

Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or binders of the committee's activities and reports.

General Duties

1. To work with the Treasurer to determine the financial needs of GSI and means of meeting such needs.
2. To work with the Events Chair to determine how to meet the financial needs of GSI through fundraising events (such as marathons, retreats or workshops) or selling items (such as raffle tables items or developing products to sell).
3. To work with the Treasurer to develop a proposed GSI budget, if needed.
4. To ensure that all materials used follow the Twelve Traditions.

OA-HOW COMMITTEE

Purposes

The purpose of the OA-HOW Committee is to address the needs of those members of GSI who work a HOW program or have an interest in the HOW program.

Chair's Duties

1. To attend GSI Intergroup meetings and to give an oral or written report about the activities and status of the committee.
2. To request or appoint people to serve as committee members.
3. To develop a Statement of Purpose that includes the short-term and long-term goals of the committee.
4. To hold meetings of the committee so that the committee may complete its purposes in a timely manner.
5. To maintain records and/or binders of the committee's activities and reports.

General Duties

1. To initiate and manage OA-HOW-themed events as well as support and encourage all GSI events.
2. To publish and distribute local OA-HOW literature.
3. To liaison with other OA-HOW groups.