

Committees of the SoAZ Intergroup of OA

Committee Chair Responsibilities:

Some committees may be single person while others may have many committee members. All committee chairs have common responsibilities as shown below:

- Attend Intergroup meetings and create and share monthly reports and documents electronically and by paper, if needed
- Create budget requests and monitor committee expenses

Committee Chair Qualifications:

- Be working the Twelve Steps of OA
- Have knowledge of OA's Twelve Traditions
- Have knowledge of OA's Twelve Concepts
- Currently be abstinent
- Be or have been an OA IR for a minimum of six months

Committee Chair Job Descriptions:

IR Trainer-Greet and train new IRs on their responsibilities. Create an email list for monthly reminders and information. Create binders with tabs and documents for new IRs using a sample IR binder with the OA Handbook and Twelve Concepts pamphlets included. Maintain and update the SoAZ We Care list. As IR positions change, inform the Meeting List Chair, the Secretary and Chair of Intergroup, and anyone else with a need to know. Share documents and Intergroup information and activities with all IRs.

Lifeline/Resource Library-The responsibility of informing all Intergroup members of OA resources has moved to other committees. This committee is no longer active.

Meeting List-Prepare and update the meeting list with any changes and bring paper copies to Intergroup.

Newsletter-Create newsletters with articles by local OA members and from other OA sources. Distribute the newsletter to an email list of members who want electronic copies. Publish upcoming OA events and include the current meeting list in the newsletter.

Public Information/Professional Outreach (PIPO)-Maintain contact with health professionals within our communities. Attend health fairs and like events with OA members who can share their own experience, strength, and hope. Create resources such as flyers and OA literature for posting in public venues and sharing at events.

Special Events-Plan and/or oversee events such as IDEA, Unity Day, Sponsorship Day, Thank-A-Thon, and the annual Retreat. Select venues and purchase or create handouts or props. Create flyers and communicate with Intergroup members about upcoming events. Ways and Means is a subcommittee of Special Events.

Telephone-Update the voicemail greeting on the mailbox of 520-733-0880 as needed and create a committee of members who will each have a day of the week for checking and returning messages. Create a training document and train new volunteers. Ask the SoAZ treasurer for monthly reports of the number of messages billed.

Twelve-Step-Within-Plan events that support the TSW committee's mission of sharing information and ideas that generate recovery within the fellowship. Select venues and purchase or create handouts or props. Create flyers and communicate with Intergroup members about upcoming events.

Website-Update and modify the oasouthernaz.org website as needed. Monitor software and licensing updates and expenses. Create and share the SoAZ Call to Action lists. Post information and event documents and encourage usage of the website among OA members.