

JOB DESCRIPTIONS GUIDELINES

A Design for Living - Big Book OA

ALL POSITIONS REQUIRE:

- Regular attendance at this meeting (minimum 3 times a week some positions more often) and
 - Some measure of *abstinence* with an OA sponsor
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AD4L Meeting Positions

1. Big Book Officer
2. Meeting Leader
3. Greeter
4. Host (wait room)
5. Co-Host (mute/unmute & hands)
6. Guided Discussion Leader
7. Schedule Officer
8. Group Secretary

AD4L Intergroup Positions

9. AD4L Intergroup Co-Chairs
 10. AD4L Intergroup GC Minutes Officer
 11. AD4L Intergroup Treasurer
 12. AD4L Intergroup Rep to Region 11
 13. AD4L Intergroup WSBC Delegate
 14. Website & Communications Officers
 15. Virtual Region E-Blast Officer
 16. Special Focus Committees
 17. AD4L Special-Events Committee
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1-Big Book Officer: is working towards abstinence with an OA sponsor. Position generally rotates every 4 to 8 weeks. Completed the position training session. This position:

1. Keeps track of where we finish off reading from the Big Book by attending the previous day's meeting
2. Must sign-in 10 minutes early
3. Will let the Meeting Leader know what page and paragraph we are on

2-Meeting Leader: minimum abstinence 1 month, working with an OA sponsor, must have simple computer skills, able to attend on a computer rather than a phone or tablet. Completed the position training session. This position generally rotates every 4 to 10 weeks.

1. Must sign-in 10 minutes early
2. Read through meeting format
3. Call on hands raised in order

3-Greeter: minimum abstinence 3 month, has a thorough understanding of the 12 Steps, must have basic computer skills, and completed the position training session. This position:

1. Able to stay 15-30 min after the official meeting closes
2. Speaks to the group and explains the role of the Greeter
3. Sends "WELCOME PACK" email to any member who asks
4. Refer any Newcomer follow up questions to Group Secretary or send to Guided Discussion Leader

4-Host (Wait Room): minimum abstinence 6 months, must have very good computer skills, and be regular attendee to meeting. Host must have a thorough understanding of the 12 Steps and must have completed position training session. This position:

1. Follows HOST instruction booklet
2. Opens the Zoom meeting room
3. Maintains the Zoom Waiting Room
4. Sets up co-hosts
5. Maintains room security
6. Defers to the Meeting Secretary for guidance when needed
7. Passes on "ZOOM HOST" role to the member closing the room

5-Co-Host (Mute/Unmute & Hands): minimum abstinence 3 months, must have computer skills, must have completed position training session. This position:

1. Monitors who is unmuted at any time
2. Lowers "raised hands" if necessary
3. Posts the BB page number and paragraph in the Chat
4. WAIT Room and any questions must be deferred to Host
5. Notifies HOST if they see a potential nuisance caller or disturbance

6-Guided Discussion Leader: minimum abstinence 6 months, is an active and experienced OA sponsor, attends AD4L 2 to 3 times a week and must have completed the position training session. This position:

1. Facilitates a "PANEL DISCUSSION"
 - The primary purpose of the Guided Discussion is to honor Tradition 5 - to carry the message to the still suffering Compulsive Overeater
 - This is where members (especially newcomers) ask questions
 - Each leader follows guidelines and is led by HP in facilitating discussion
 - The Guided Discussion Leader calls on experienced members/sponsors from the group to share in their experience, strength, and hope
2. This position is also responsible for gently interrupting speakers if the topic moves away from 12 Step wisdom
3. They may also be responsible for closing the meeting Zoom room

7-Schedule Officer: minimum abstinence 6 months, has a thorough understanding of the 12 Steps, has computer skills, attends AD4L 3+ times a week, and has strong organizational skills.

1. Coordinates/Rotates daily meeting leaders and the various other service positions
2. Maintain regular contact with a wide range of AD4L group members
3. Rotate positions where appropriate
4. Responds promptly to emails and follows up where possible with outreach
5. Communicates with Intergroup Chair/Co-chair and Group Secretary about assignment of roles, abstinence complications and any other guidance that may be needed
6. Changes to daily schedule must be communicated to the Group Secretary

8-Group Secretary: minimum abstinence 6 months, has a thorough understanding of the 12 Steps, is an active and experienced OA sponsor, attends AD4L 4+ times a week. This position:

1. This is the Secretary role for the AD4L Meeting, not AD4L Intergroup
2. Arrives 15 minutes early
3. Makes announcements before and after meeting (there is a “Secretary Script” to follow)
4. Introduces Meeting Leader, Greeter, and Guided Discussion Leader
5. Makes executive decisions in the moment to keep the meeting flowing (this may include gently interrupting members when necessary)
6. Supports other service members during the meeting if there is a problem (i.e., be willing and able to step in)
7. The Meeting Secretary may also be the Intergroup Chair or Co-chairperson

9-AD4L Intergroup Chair/Co-Chair (2 persons): minimum abstinence 1 year, has a thorough understanding of the 12 Steps, is an active and an experienced OA sponsor, has computer skills, and attends AD4L 4+ times a week.

1. Elected position for two-years. One term maximum with a consecutive three-year limit.
2. Facilitates monthly Group Conscience meetings.
3. Stays in communication with the various sub-committees’ leaders throughout the month
4. Supports AD4L service members in implementing Group Conscience decisions
5. Be a contact person for Virtual Region/Region 11
6. Be aware of what is happening at the OA region level

10-AD4L Intergroup GC Minutes Officer: minimum abstinence 3 months, attends AD4L 3+ times a week, very good computer/word processing skills. This position:

1. Elected position for two-year term on odd year
2. Must attend Group Conscience Meeting
3. Accurately record minutes from the Group Conscience Meeting
4. Receives reports from service members to add to the minutes
5. Puts minutes into a typed document within a week and forwards to executive committee to review and distribute

11-AD4L Intergroup Treasurer: minimum abstinence 6 months, attends AD4L 3+ times a week, very good computer/word processing skills. This position:

1. Elected position for two-year term on even year
2. Must attend Group Conscience meeting
3. Handle deposits and withdrawals of AD4L bank account
4. Make monthly/quarterly payments as necessary
5. Create balance sheet of monthly financials
6. Report income/expense at Group Conscience Meeting
7. Communicates with Intergroup Chair/Co-chair as necessary outside of regular Group Conscience Meeting

12-AD4L Intergroup Representative Region 11/Virtual Region: minimum abstinence 6 months, has an understanding of the 12 Steps and the 12 Traditions, attends AD4L 3+ times a week. This position:

1. Represents the AD4L at OA Virtual Region/Region 11
2. Brings information back to AD4L about events happening over the wider OA community
3. Participates in various service representative positions outside AD4L if available
4. Region 11 Representative and WSBC Delegate may be the same person
5. Must attend Group Conscious meetings

13-AD4L Intergroup WSBC Delegate: minimum abstinence 12 months, must have 2 years service above Group Level. Has an understanding of the 12 Steps and the 12 Traditions, attends AD4L 3+ times a week. This position:

1. Represent the AD4L at OA World Service Business Conference
2. Brings information back to AD4L about events happening over the wider OA community
3. Participates in various service representative positions outside AD4L if available
4. WSBC Delegate and Region 11 Representative may be the same person
5. Must attend Group Conscious meetings

14-Website & Communications Officers: minimum abstinence 3 months, strong computer/design skills, time and availability to maintain [the website](#), liaising closely with AD4L Intergroup Chair/Co-Chair, considers AD4L their home OA group. This position:

1. Maintains website www.ad4l.info
2. Uploads and maintains AD4L podcasts
3. Monitors email admin@ad4l.info and forwards to relevant person

4. Updates and maintains “Upcoming Events” list and PDF’s for distribution to meeting HOSTS each week with HOST schedule

15-Virtual Region E-Blast Officer: minimum abstinence 3 months, attends AD4L 3+ times a week, good computer/design skills, liaising closely with AD4L Intergroup Chair/Co-Chair. This position:

1. Makes up flyers for AD4L events
2. Sends our upcoming events as E-Blast to Virtual Region for distribution
3. Shares E-Blast information with next group conscience and with the Website Officers

16- Special Focus Committees (3 or more members): Committee Chair minimum 3 months abstinence, attends AD4L 3+ times a week. All Committee members working towards abstinence with a sponsor and consider AD4L their home group. This position:

1. Works on special focus topics or tasks through the month - for example updating our WELCOME PACK, WE CARE OUTREACH LIST etc.
2. Reports their activities to AD4L Intergroup Chair/Co-Chair
3. Brings efforts to Group Conscience meeting.
4. Committee has no power to change procedure and must bring motions to be voted in at group conscience level - their work may not be censored but may not be carried when open to group conscience vote
5. Committee Chairperson must attend Group Conscience Meeting

17-AD4L Special Events Committee (3 or more members): Committee Chair minimum 3 months abstinence, attends AD4L 3+ times a week. All Committee members working towards abstinence with a sponsor and consider AD4L their home group. This position:

1. As opportunities for special events come up, this group comes together to manage the various tasks involved in putting on an EVENT (i.e. host, co-hosts, leaders, etc.). This includes Fellowship meeting, Speaker meetings, and other virtual events
2. Coordinates closely with AD4L Intergroup Chair/Co-Chair
3. Reports activities at AD4L Group Conscience meeting
4. Committee Chairperson must attend Group Conscience Meeting