

# JOB DESCRIPTIONS GUIDELINES

## A Design for Living - Big Book OA

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### ALL POSITIONS REQUIRE:

- Regular active and visible attendance at this meeting (2 to 7 times per week)
  - 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. Daily Group Secretary

### 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
18. AD4L Speaker Seeker

### AD4L Intergroup Positions

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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
4. Has served as Big Book Officer

**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. Has served in various other service positions for AD4L.

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. Has served in various other service positions for AD4L.

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. Has served in various other service positions for AD4L.

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, regular AD4L meeting attendance and must have completed the position training session. Has served in various other service positions for AD4L. 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, regular AD4L meeting attendance, and has strong organizational skills. Has served in various other service positions for AD4L.

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-Daily Secretary:** minimum abstinence 6 months, has a thorough understanding of the 12 Steps, is an active and experienced OA sponsor, regular AD4L meeting attendance. Has served in various other service

positions for AD4L. This is an elected position and the pool of Daily Secretaries will be available to be scheduled to serve in the AD4L Meeting:

1. This is the Secretary role for the daily AD4L Meeting, not AD4L Intergroup
2. Arrives 15 minutes early to the AD4L Meeting
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. A Daily 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 regular AD4L meeting attendance. Has served in various other service positions for AD4L.

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, regular AD4L meeting attendance, very good computer/word processing skills. This position:

1. Elected position for two-year term on odd year. One term maximum with a consecutive three-year limit.
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/Co-Treasurer:** minimum abstinence 6 months, regular AD4L meeting attendance, very good computer/word processing skills. Has served in various other service positions for AD4L.

This position:

1. Elected position for two-year term on even year. One term maximum with a consecutive three-year limit.
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, and regular AD4L meeting attendance. Has served in various other service positions for AD4L.

This position:

1. Elected position for a two-year term. Two term maximum with a consecutive five-year limit.
2. Represents the AD4L at OA Virtual Region/Region 11
3. Brings information back to AD4L about events happening over the wider OA community
4. Participates in various service representative positions outside AD4L if available
5. Region 11 Representative and WSBC Delegate may be the same person
6. Must attend Group Conscious meetings

**13-AD4L Intergroup WSBC Delegate:** minimum abstinence 12 months, must have 2 years of service above Group Level. Has an understanding of the 12 Steps and the 12 Traditions, regular AD4L meeting attendance. Has served in various other service positions for AD4L.

This position:

1. Elected position for a two-year term. Two term maximum with a consecutive five-year limit.
2. Represent the AD4L at OA World Service Business Conference
3. Brings information back to AD4L about events happening over the wider OA community
4. Participates in various service representative positions outside AD4L if available
5. WSBC Delegate and Region 11 Representative may be the same person
6. 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. Has served in various other service positions for AD4L.

This position:

1. Maintains website [www.ad4l.info](http://www.ad4l.info)
2. Uploads and maintains AD4L podcasts
3. Monitors email [admin@ad4l.info](mailto:admin@ad4l.info) and forwards to relevant person
4. Updates and maintains “Upcoming Events” list and PDFs for distribution to meeting HOSTS each week with HOST schedule

**15-Virtual Region E-Blast Officer:** minimum abstinence 3 months, regular AD4L meeting attendance, good computer/design skills, liaising closely with AD4L Intergroup Chair/Co-Chair. Has served in various other service positions for AD4L. 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, regular AD4L meeting attendance. 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, regular AD4L meeting attendance. 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

**18-AD4L Speaker Seeker (and general committee member):** This is an elected position, minimum abstinence *3 month (no abstinence requirements for general committee members)*, and regular attendance to AD4L. Has an understanding of the 12 Steps *and Traditions*. Has served in various other service positions for AD4L. Is working with a sponsor.

This position (and general committee members):

1. Research Big Book focused workshops, meetings and speaker podcasts
2. Plan and designate topic headings
3. Communicate the outline or topic schedule with AD4L Co-Chairs
4. Find and book experienced topic speakers
5. Confirm date with the topic speaker multiple times
6. Book a Meeting Chair and Moderator the week beforehand, who meets the AD4L Service Position Description (check with AD4L Co-Chair, who is available)
7. Update the Speaker Script and distribute to: Speaker, Meeting Chair, Moderator, Daily Secretary and Co-Chairs
8. Communicates with E-Blast Officer(s) – so that they can:
  - a Create flyers in advance
  - b Post on the AD4L website
  - c Notify OA.org & Virtual Region, etc.
  - d Notify Daily Secretary announcements

## Revision Summary

Revision	Date	Changes
Rev. 1	April 27, 2022	Rewrite of the original document splitting positions between Daily Meeting and Intergroup
Rev. 2	July 1, 2022	added term limits to elected Intergroup Positions
Rev. 3	October 1, 2022	change number of days of attendance for each position to regular attendance defined as 2 to 7 days
Rev. 4	October 1, 2022	Add Speaker Seeker & Committee to our Intergroup positions
Rev. 5	February 5, 2023	All positions require regular active and visible attendance. Many positions require individual served in various other service positions for AD4L. Added Co-Treasurer position.
Rev. 6	November 5, 2023	Complete rewrite of Speaker Seeker Position