# WHAT DO THE COMMITTEES DO

WE NEED YOU AND YOU NEED US

**TOGETHER WE CAN!** 



**Pinellas Traditions Intergroup** 

## THE COMMITTEES ARE THE GLUE TO THE OA FELLOWSHIP

1. EXECUTIVE BOARD

5. BY-LAWS/ E-Docs

2. INTERGROUP OUTREACH (IGOR)

6. PUBLIC INFORMATION
AND PROFESSIONAL OUTREACH

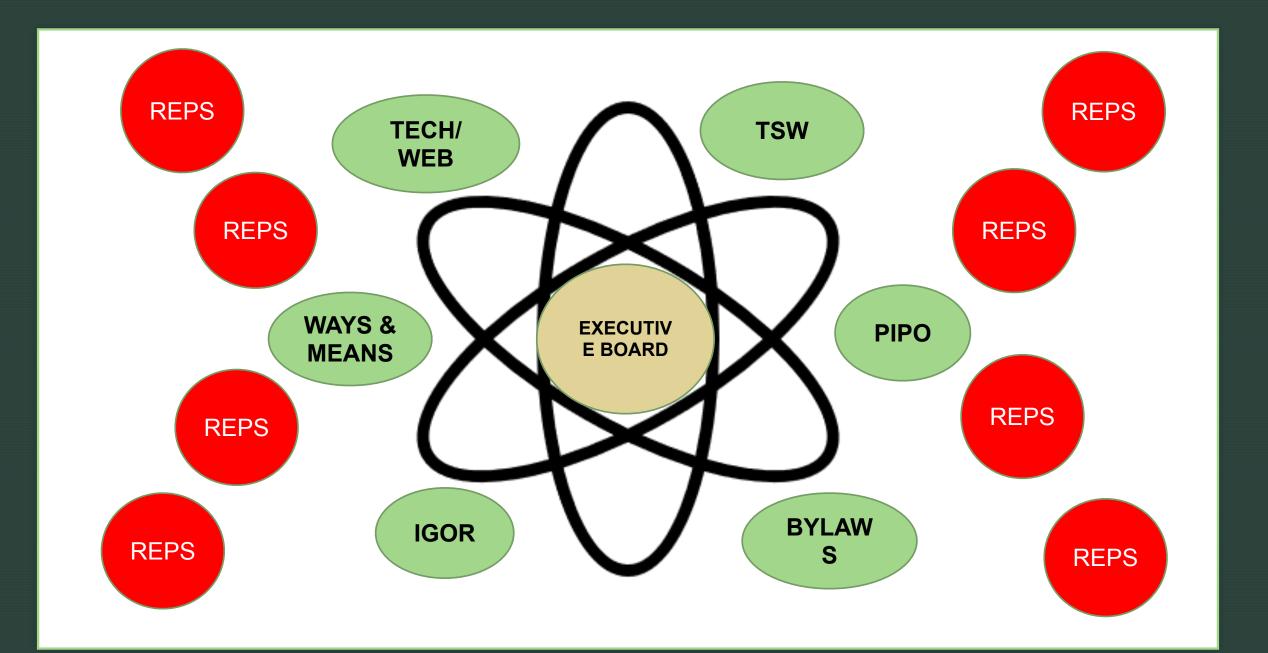
3. WAYS AND MEANS

(PIPO)

4. TECH/WEB

7. TWELVE STEPS WITHIN

(TSW)



**SECRETARY** 

## **EXECUTIVE BOARD**

PURPOSE: To maintain the structure of the group by completing all necessary paper trails, facilitating intergroup meetings, attending assemblies as a liaison between PTI and Region 8 and WSC.



## CHAIR

#### BRIEF DESCRIPTION OF DUTIES

SCHEDULES MONTHLY INTERGROUP MEETINGS.

SETS AGENDA, HANDLES LEGAL & PROCEDURAL GROUP DOCUMENTATION.

OVERSEES THE COMMITTEES TO MAKE SURE THEY ARE FOLLOWING TRADITIONS AND BYLAWS.

SERVES AS A LIAISON AT REGION8 AND WORLD SERVICE AND OA FELLOWSHIP

SITS ON COMMITTEES AT THOSE LEVELS AS WELL.

TAKES CALLS FROM LOCAL GROUP MEMBERS WITH QUESTIONS OR CONCERNS.

CORRESPONDS AND COLLABORATES WITH OTHER LOCAL INTERGROUPS.



## VICE CHAIR

#### BRIEF DESCRIPTION OF DUTIES

AGREES TO TAKE ON THE RESPONSIBILITIES OF THE CHAIR IN THE ABSENCE OF A CHAIR OR IF THE POSITION IS VACATED.

ASSIST THE CHAIR WITH ANY AND ALL DUTIES AS NEEDED.

ATTENDS ASSEMBLES AS A LIAISON FOR PTI



## SECRETARY

#### BRIEF DESCRIPTION OF DUTIES

TAKES NOTES AT REGULAR AND SPECIAL MEETINGS TO REFLECT:

WHO WAS THERE WHAT WAS DISCUSSED

MOTIONS MADE, VOTES TAKEN AND OUTCOME

SENDS MINUTES OUT TO THE GROUP REPS TO TAKE BACK TO THEIR LOCAL GROUPS

**KEEPS RECORDS** 



## TREASURER

#### BRIEF DESCRIPTION OF DUTIES

IN CHARGE OF A SAFE ACCURATE KEEPING OF PTI FUNDS.

TRACKS AND RECORDS ALL INCOMING & OUTGOING FUNDS

MAKES DEPOSITS AND PAYS BILLS BALANCING THE BOOKS MONTHLY

SITS ON THE BUDGET COMMITTEE AND

SUBMITS AN ANNUAL BUDGET

**UNDERGOES AN ANNUAL AUDIT** 



a alamy stock photo



## PARLIAMENTARIAN

#### BRIEF DESCRIPTION OF DUTIES

REGULATES THE FLOW OF QUESTIONS TO THE CHAIR & GROUP

MANAGES VOTING PROCEDURES AND ANNOUNCES VOTING RESULTS

MAKES SURE THE MEETING IS FACILITATED BY ROBERT'S RULES



# Meeting representative

#### BRIEF DESCRIPTION OF DUTIES

A LIAISON TO THEIR LOCAL MEETING GROUP

VOTES THE REFLECTIONS OF THEIR LOCAL GROUP

REPRESENTS PTI AT REGIONAL LEVEL

CHAIRS AND/OR SITS ON COMMITTEES THAT KEEP
THE PTI STRONG



## What is a committee chair, you ask?

ALONG WITH COMMITTEE MEMBERS THEY:

MEET MONTHLY WITH THEIR COMMITTEE

ORGANIZE EVENTS TO CARRY THE MESSAGE

RAISE MONEY TO BE SELF SUPPORTING

COORDINATE WITH PUBLIC AND OTHER OA GROUPS TO GROW

PROVIDE AN ANNUAL REPORT

BRINGS PEOPLE TOGETHER



## PIPO

Public Information and Professional Outreach

#### BRIEF DESCRIPTION OF DUTIES

CARRIES THE OA MESSAGE INTO THE COMMUNITY THROUGH PUBLIC EVENTS, HEALTH FAIRS AND PUBLIC SERVICE ANNOUNCEMENTS.

PROVIDES INFORMATION TO HEALTH CARE
PROVIDERS TO EDUCATE AND INFORM THEM OF THE
OA PROGRAM





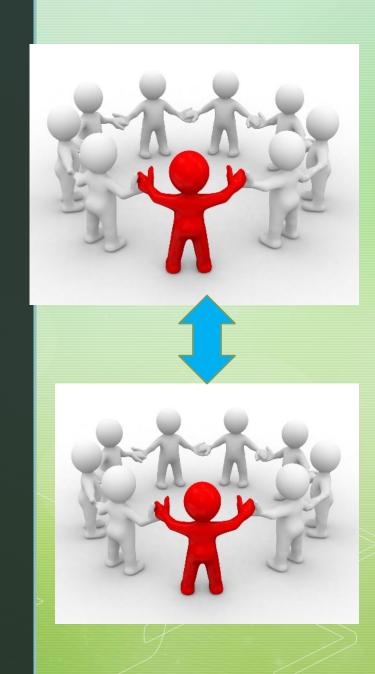
#### BRIEF DESCRIPTION OF DUTIES

REACHES OUT TO OTHER OA INTERGROUPS TO INFORM THEM OF OUR ACTIVITIES AND GET INFORMATION ABOUT THEIRS

SHARE IDEAS

**COLLABORATE ON EVENTS** 

HAVE MONTHLY PLANNING MEETING WITH YOUR COMMITTEE



# TSV Twelve step within

#### BRIEF DESCRIPTION OF DUTIES

PLAN EVENTS CELEBRATIONS THE 4 MAJOR ONES

PRESENT WORKSHOPS TO INSPIRE, EDUCATE AND STRENGTHEN OA RECOVERY

HAVE MONTHLY PLANNING MEETING WITH COMMITTEE



## BYLAWS/e. DOCS

### BRIEF DESCRIPTION OF DUTIES

REVIEWS AND UPDATES THE BYLAWS AND P&P TO REFLECT THE VALUES OF PTI WITHIN THE GUIDELINES OF WSO

WRITES MOTIONS TO CHANGE BYLAWS OR P&P

HAVE MONTHLY MEETING WITH COMMITTEE



## WAYS & MEANS

#### BRIEF DESCRIPTION OF DUTIES

ALONG WITH COMMITTEE MEMBERS CREATES WAYS
TO RAISE FUNDS FOR PTI

HAVE MONTHLY MEETING WITH COMMITTEE



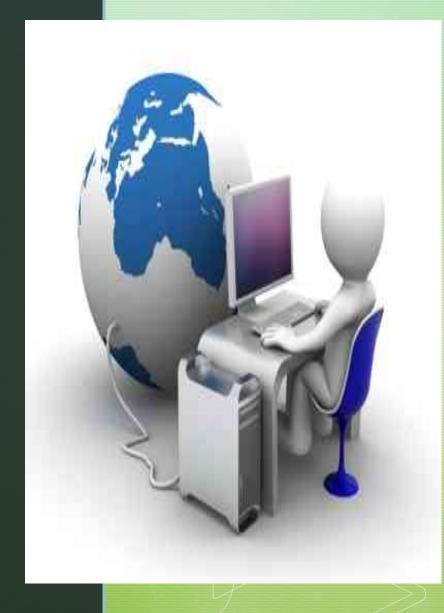
## TECH/WEB

#### BRIEF DESCRIPTION OF DUTIES

WE CURRENTLY DO NOT HAVE A LOCAL TECH/WEB COMMITTEE BUT REGION 8 HAS A TECHNOLOGY COMMITTEE

THEY WOULD OVERSEE COMPUTER FUNCTIONS, ZOOM, NEWSLETTER, COMMUNICATE WITH WEBMASTER TO UPLOAD INFORMATION

HAVE MONTHLY MEETING WITH COMMITTEE



Region Representative

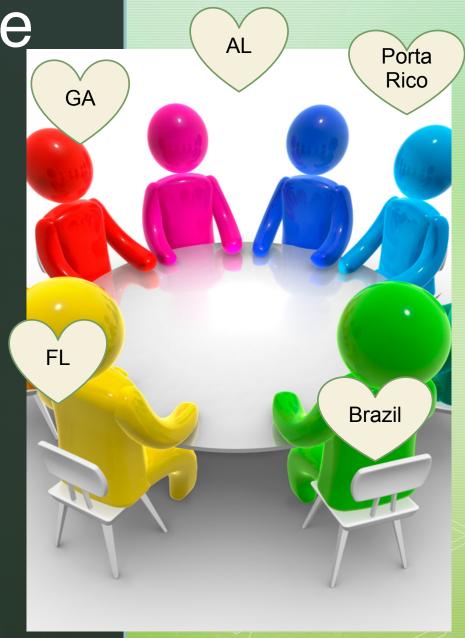
#### BRIEF DESCRIPTION OF DUTIES

REGION REPS ATTEND REGION BUSINESS ASSEMBLY TWICE A YEAR

THEY ARE VOTING MEMBERS THAT REFLECT THE WILL OF ITS INTERGROUP MEMBERS.

AFTER ATTENDING ASSEMBLIES, THEY REPORT BACK TO THE INTERGROUP THE RESULTS OF THE ASSEMBLY.

SERVE ON ONE COMMITTEE AT THE REGION LEVEL



## Consider a service position When doing service, you are:

- GIVING BACK WHAT YOU HAVE BEEN GIVEN
- WORKING THE STEPS
- WORKING THE PRINCIPLES OF THE PROGRAM
- ENGAGING WITH AND SUPPORTING OTHER COMPULSIVE EATERS
- LEARNING NEW SKILLS
- MEETING NEW PEOPLE FROM AROUND THE WORLD





## ROZANNE'S PRAYER

I PUT MY HAND IN YOURS AND TOGETHER WE CAN DO WHAT WE COULD NEVER DO ALONE! NO LONGER IS THERE A SENSE OF HOPELESSNESS, NO LONGER MUST WE EACH **DEPEND UPON OUR OWN** UNSTEADY WILLPOWER. WE ARE ALL TOGETHER NOW, REACHING OUT OUR HANDS FOR POWER AND STRENGTH GREATER THAN OURS, AND AS WE JOIN HANDS, WE WILL FIND LOVE AND UNDERSTANDING BEYOND OUR WILDEST DREAMS.