

Officers:

NHI Chair shall:

- Draw up agenda for monthly NHI meetings.
- Preside over and conduct monthly NHI meetings in accordance with “Roberts’ Rules of Order for Parliamentary Procedure”.
- Call any special meetings of NHI and preside over those meetings in the same manner.
- Ensure that general account of NHI be audited annually.
- Cast deciding vote in the event of a tie.
- Sign all NHI account checks in the absence of Treasurer.
- Establish short and long-term goals from input of Intergroup representatives.
- Be an ex-officio member of all NHI standing committees.
- Keep current on all committee projects and affairs.
- Maintain regular contact with officers and committee chairs between meetings regarding status of projects.
- Make decision regarding cancellation of NHI meetings due to inclement weather and initiate communication process.

NHI Vice Chair shall:

- Serve in the absence of the Chairperson in accordance with Article IV, Section 6A of the bylaws.
- Make follow-up contact with new Group Representatives after their first meeting at NHI, to orient and support the Rep.

NHI Recording Secretary shall:

- Take notes of everything that happens during meetings. All reports, motions and discussions are recorded.
- Record the meetings to ensure accuracy of the minutes. The recordings are not kept as a permanent record.
- Create the Secretary’s report, using meeting notes and the recording. Submit to the NHI Chair a copy of the report for review one week prior to next NHI meeting. Chair will offer corrections/clarifications, and the Secretary will assist Chair in setting agenda for the upcoming meeting.
- Generate 50 copies of final report for distribution at next meeting. Also submit final report to webmaster for posting on NHI website
- Review final report with intergroup at next meeting, noting any necessary corrections.
- Maintain attendance records of meeting.
- Maintain copies of all minutes, treasurer’s reports, newsletters and other pertinent records in a safe and responsible manner.
- Track receipts from all secretarial expenses for reimbursement by treasurer. Authorized expenses may include postage, printing, supplies and phone charges.
- Answer correspondence directed to the secretary or as directed by NHI.
- Notify mailing coordinator, meeting coordinator, and newsletter editor of any meeting information change.
- Update NHI By-Laws and NHI Charter as needed.
- Update NHI History and NHI Policies and Procedures at years end.
- Update NHI officer and committee job descriptions using input from current officers and committee chairmen.
- Update NHI Speakers List.
- Perform service, as possible, to support NHI officers, NHI members and local meetings.
- Collaborate with the Mailing Coordinator on the mailings and perform such other duties as may be outlined in the Policy and Procedures Manual of NHI.

NHI treasurer shall:

- Maintain a checking account established in the name of New Hampshire Intergroup for dispersal of NHI funds.
- Be the guardian of all funds received and disbursed.
- Record and deposit contributions.
- Reconcile checkbook register monthly. The total of the general fund + retreat fund + delegates fund must match checkbook balance.

- Pay monthly expenses: May include printing of meeting lists, flyers and reports; postage; telephone charges; public information; retreats.
- Pay rent monthly, or per current arrangement, to meeting space provider.
- Send contribution of World Service (10% of monthly contributions from meetings)
- Send contribution to Region 6 per group conscience. Contribution shall be subtracted from general fund, not delegates fund.
- Keep running totals of current year's retreat and sharathon expenses and include an itemized report in the treasurer's report at the end of each event.
- Prepare a monthly treasurer's report and provided 45 copies for distribution at monthly NHI meeting.
- Prepare a quarterly treasurer's report to include a comparison to the yearly budget.
- Prepare an annual report, with a comparison to budget, at years end.
- Maintain treasurer's record for NHI and for the tax accountant.
- Submit all necessary documents to the tax accountant. These shall include monthly treasurer's reports, monthly bank statements and checkbook register.
- Transfer money to delegates fund as follows:
 - 25% of monthly contributions (excluding anonymous)
 - 50% of sharathon net profit
 - 100% of ways and means expenses and income
- Prepare an annual budget for next year.

Parliamentarian shall:

- Be familiar with Roberts Rules of Order and their application.
- Settle questions of rules and procedures during NHI meetings.
- Interpret the rules on matters concerning NHI Bylaws and Charter.

World Service Delegate(s) shall:

- Represent NHI at the Annual World Service Business Conference.
- Provide a written report to NHI regarding the business that transpired at the Annual World Service Business Conference.
- Also serve as Region Six Representative(s).

Region Six Representative(s) shall:

- Represent NHI at the Region Six Assemblies.
- Provide a written report to NHI regarding the business that transpired at the Region Six Assemblies.

Committee Chairs:

Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by the NHI prior to implementation. Each standing committee Chair shall submit written reports to the secretary for inclusion in the monthly Committee Report, and at the end of any specific event coordinated by that committee. If any monies are expended from an approved budget, a detailed and itemized report shall be included with the committee report.

Mailing Coordinator shall:

- Have working knowledge of Microsoft Word, Microsoft Excel and Adobe Acrobat and email.
- Make copies of mailing materials (reports, newsletter, etc.) and mail to those meetings that did not have a rep present at most recent meeting and to other intergroups.

Meeting List Coordinator shall:

- Update the NHI meeting list monthly in Microsoft Word and Adobe Acrobat.
- Prepare and email the updated list to the NHI Secretary with the Committee Reports.
- Seek volunteers to assist in contacting the meetings that do not send Reps to NHI and to ask them for any updates.
- Make and provide 30 copies of the updated list for Reps to pick up at the NHI meeting.
- Email the updated list to the NHI webmaster and send changes to WSO.

- Call meeting contact persons to verify meeting information for any meetings not responding to mail verification.

NHI Newsletter (Promises) editor shall:

- Receive and edit articles for PROMISES each month, electronically preparing submissions as necessary. (Deadline for submissions is at the discretion of the editor.)
- Review other OA publications for information or articles to include in PROMISES.
- Review website for coming events or information to include in PROMISES.
- Contact NHI Treasurer for previous month's financials for inclusion in PROMISES.
- Contact NHI Chair for any other pertinent information to include in PROMISES.
- Design and Layout PROMISES. Include in every issue: "This newsletter made possible through your generous contributions", the date, time and location of the next NHI business meeting, a summary of NHI financials, "Opinions expressed are not the opinions of NHI or OA as a whole. Articles and notices must be submitted by the 25th of the month. Articles may be submitted by e-mail to oanhpromises@oanewhampshire.org. Material cannot be returned, nor will payment be made. We reserve the right to edit. Other anonymous groups may reprint without permission" and " Lifeline, OA's international magazine, serves as an indispensable "meeting-on-the-go." Lifeline is available in two versions: a 30-page, printed magazine and an electronic online magazine, called e-Lifeline. Both contain the same content. See your group Lifeline representative or www.oa.org/lifeline_mag.html."
- Include any other notices of upcoming activities.
- Contact NH Chair if newsletter will be more than the budgeted 2 page format.
- Arrange with NHI Treasurer for printing costs.
- Print PROMISES as follows: 200 copies for distribution at NHI meeting.
- Attend, distribute and report to NHI monthly meeting.

Event Flyer Committee Chair shall:

- Establish a committee to review and approve all event flyers [Sharathons, Back-to-Basics, Retreats, etc.]
- Develop a checklist/template of the required elements for NHI Event Flyers
- Post checklist/template on NHI website
- Circulate original event flyer online to all Committee members for review
- Collate all input and email recommendations to Event Chair
- Once approved, circulate the flyer online to the NHI Master Distribution list

Public Information Committee Chair shall:

- Form a committee of abstaining members of the fellowship who are committed to practicing the twelve steps and twelve traditions of OA.
- Conduct meetings monthly, or as needed, with committee members to implement short and long term projects, as approved by NHI, and develop budgeting for ongoing projects.
- Submit monthly status report for NHI meetings.

Retreat Committee Chair shall:

- Establish committee.
- Determine date of retreat.
- Determine location.
- Establish costs, deposit requirements, registration deadlines, scholarships (if applicable).
- Develop and produce advertising flyer/registration form.
- Make available to NHI for approval and distribution.
- Secure retreat leader.
- Work with retreat leader to develop theme of retreat.
- Provide support to leader (i.e. copying and supplies), if needed.
- Determine menu requirements and work with facility to ensure compliance.
- Receive registrations and assign rooms.
- Purchase gift for retreat leader.

- Facilitate the retreat.
- Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by the NHI prior to implementation.

Sharathon Committee Chair shall:

- Establish committee.
- Determine the number of sharathons and schedule for the year, leaving the exact date for the host group to select.
- Invite particular groups to host.
- Assist in developing a schedule of tasks (i.e. topic selection, site selection, publicity, format, set-up, registration, literature, etc.) Groups are most willing if given specific guidance.
- Assist in developing sharathon theme, may be directed by NHI in response to membership needs.
- Assist in securing keynote speakers.
- Procure refreshments and supplies for sharathon.
- Provide guidelines for format or sharathon to ensure upholding traditions.
- If needed, assist in creating and producing initial flyers, program and signage. Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by the NHI prior to implementation.

Back To Basics Committee Chair:

The Back to Basics Committee schedules and facilitates three (3) Back to Basics workshops each year. In order to do this, the committee:

- Contacts potential host groups and locates a host site that can accommodate a large group and three to four breakout sessions.
- Works with a contact from the host group to set a date and time for the workshop.
- Creates a publicity flyer, has it approved by NHI for distribution, and sends it to the webmaster to post on the NHI webpage.
- Recruits speakers for the panel
- Works with a contact from the host group to coordinate set-up of rooms with spaces to accommodate registration, sale of literature, sale of raffle tickets and/or beverages (at the discretion of the host group) and Ways and Means items.
- Contacts the Ways & Means chair about setting up a table at the workshop.
- Helps the host group contact with newspaper publicity.
- Works with members of the host group to set up rooms and put up signage on the day of the workshop.
- Selects committee members to moderate and monitor time during the workshop.
- Distributes and collects feedback forms from attendees.
- Helps members of the host group restore the facility to its original state after the workshop.
- Prepares reports for NHI meetings.

Ways and Means Committee Chairperson shall:

- Announce at NHI meetings that anyone with fundraising ideas should contact the chair.
- Encourage others to help (i.e. making selling or promoting).
- Investigate and plan fundraising activities for NHI approval.
- Follow guidelines set down by WSO to insure that traditions are upheld (i.e. no outside enterprise, etc.)
- Write articles for the NHI newsletter announcing fundraising projects, reporting project results and thanking people for their help and support.
- Keep records of income and expenses by project or event.
- Submit revenue to the treasurer for deposit and cost receipts for reimbursement.
- Prepare a report after each event showing gross and net sales.

Budget Committee Chair shall:

- Call for volunteers to work on budget preparation each year.

- Preside over an annual meeting in the Fall to prepare the budget for the next fiscal year.
- Review each budget line item for possible changes.
- Review expenses and revenues that are outstanding.
- Present proposed budget at November NHI meeting.
- Present any motions needed at November NHI meeting to increase budget lines.

Website Committee Chair (Webmaster):

Skills/equipment needed are as follow:

- High-speed internet connection
- Personal computer
- Working knowledge of Microsoft Word, Microsoft Excel and PDF files
- Experience in maintaining, implementing or designing web pages
- Experience with an HTML editing / website design software (Microsoft FrontPage)
- Experience converting documents to PDF files
- Experience handling graphics (.GIF & .JPG files)
- NHI owns a copy of Microsoft FrontPage

Responsibilities:

- Devote at least one hour per month to update the information on the site
- Request, receive, convert, and post final reports from Officers and Committee Chairs on NHI website [minutes, treasurer's reports, newsletters and other pertinent records]
- Answer correspondence directed to the webmaster and/or forward to the appropriate NHI Officer / Committee Chair
- Update meeting information on the site based on input from Meeting List Coordinator
- Request, receive, convert, and post Event flyers on NHI website
- Maintain and update website email routing table
- Repair any broken links off the website
- Prepare an annual budget for website expenses
- Track receipts from all expenses for reimbursement by treasurer
- Submit monthly status report for NHI meetings
- Attend and report to NHI monthly meetings

Designated Downloader shall:

- Provide access to information from the WSO and other OA websites to those in the fellowship without computer access by: Select one or two articles monthly. Provide 50 copies, on white paper, to the NHI monthly meeting.

Unity Day Committee Chair shall:

- Establish a committee to recognize the strength and unity of the Fellowship worldwide on the last Saturday in February.
- Determine location by exploring the availability and cost to use centrally located sites for the event.
- Recruit Committee members to help with setup, welcome/registration table, raffle tickets, and cleanup.
- Invite other Intergroups to participate/co-sponsor: North Shore, Mass Bay, Southern Maine, and Seacoast Intergroup, etc.
- Request that each Intergroup send one speaker to participate on a panel to address unity and Tradition One in their program.
- Establish costs, rent deposit requirements, and distribute proceeds with participating Intergroups.
- Develop and produce an approved flyer.
- Make flyer copies available to NHI and the other Intergroups for distribution.
- Facilitate the event [speakers, break-out groups, open sharing, ask-it-basket, raffle, etc.]

- Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by NHI prior to implementation.

Twelfth Step Within Committee Chair shall:

- Strengthen OA by sharing information and ideas that generate recovery within the Fellowship.
- Reach out to those in the Fellowship who still suffer and address the relapse and recovery of our members.
- Encourage existing OA members to become or remain abstinent, to work the Twelve Steps and to give service to the best of their ability.
- Encourage membership retention.
- Work with Intergroup Committees to hold workshops or present sessions at Sharathons.
- Use the Twelfth-Step-Within Handbook and may make and distribute copies of tools and handouts to support Twelfth-Step-Within ideas.(To share information and ideas that generate recovery within our fellowship.)
- Qualifications: Anyone who is abstinent and working his or her own recovery can do this service. Only willingness is needed.

Telephone Answering Service Coordinator shall:

- Coordinate telephone answering coverage, ensuring daily coverage.
- Recruit and orient volunteers, supplying volunteers with necessary literature. Volunteers should receive a packet that includes a duties description.
- Obtain most current meeting list and distribute to volunteers.
- Provide backup for volunteers.
- Tally the number of calls on a monthly basis and report as requested or necessary to NHI.
- Ensure that all phone service work maintain the anonymity of the caller, both inside and outside OA, and accurately present the message of LOVE and RECOVERY in the OA program.

The NHI Post Office Box Key holder shall:

- Gather and appropriately distribute mail from the post office box.
- Pass on pertinent information to the Chair and Treasurer.