

Arizona Serenity in the Desert Intergroup
Policy and Procedures Manual

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JOB DESCRIPTIONS FOR ASDI

A. Board

1. Board members are encouraged to occupy no more than one service position at each OA service level;
2. The Board shall review all ASDI contractual commitments prior to their execution;
3. Board members shall attend ASDI and Board meetings;
4. Board Members having three unexcused ASDI and/or Board meeting absences within a 12 month period are subject to recall;
5. Board members are encouraged to attend and participate in ASDI functions;
6. Each Board member shall maintain a file of his/her position duties; and
7. Each Board member shall forward the position duty file to the next elected replacement.

B. Chair

1. Chair ASDI and Board meetings;
2. Appoint an Interim Chair of a new committee to conduct ASDI business until the committee elects a chair;
3. Serve as ex officio member of all ASDI committees;
4. Register with the Arizona Corporation Commission as the statutory agent for Arizona Serenity In The Desert Intergroup, Inc.;
5. Assure that all annual reports, including those that may be due to the Arizona Corporation Commission, the State of Arizona, and the Internal Revenue Service, are filed accurately and on a timely basis
6. Present to the fellowship, in some manner, the upcoming items for consideration at WSBC;
7. Notify Region III and WSO of any changes in members of the Board and Representative/Delegate positions.

C. Vice Chair

1. Assume duties of the chair in the absence of the chair;
2. Assure representative and delegate travel and hotel reservations are made in a timely manner;
3. Maintain a master calendar of OA events to include WSO, Region III, ASDI, LAIG and SEAZ events. The calendar information shall be forwarded to the newsletter editor for publication and to the Communications Secretary for eCares distribution and posting to the website; and
4. Maintain new meeting representative information and distribute it at ASDI meetings.

D. Treasurer

1. Accurately record and report receipts and disbursements of all ASDI funds;
2. Disburse funds only upon approved written request or presentation of an original receipt for an authorized expense;
3. Disburse funds for representative and delegate traveling expenses;

4. Prepare monthly financial reports, with current expenses and fund balances that fairly and accurately reflect ASDI's financial condition;
5. Maintain a prudent reserve fund;
6. Disburse available funds in excess of the prudent reserve and expected current expense to Overeaters Anonymous, Inc. and Region III of Overeaters Anonymous, Inc.;
7. Assist the Finance Committee in preparing the annual budget prior to the ASDI Annual Meeting and presenting the annual budget to the Intergroup; and
8. Seek and request travel funding from Region III and WSO, if funds are needed.

E. Recording Secretary

1. Record, report and maintain the minutes of ASDI and ASDI Board meetings;
2. Ensure minutes are no more than one page, front and back;
3. Present for approval the unapproved minutes of the previous ASDI meeting and ASDI Board meeting at each regularly scheduled ASDI or Board meeting;
4. Submit copies of the unapproved and approved minutes to the Communications Secretary for disbursal through eCares;
5. Provide approved ASDI minutes to the Communication Secretary for posting on the ASDI Website;
6. Maintain a file of minutes of past ASDI and ASDI Board meetings.

F. Communications Secretary

1. Maintain eCares list for weekly distribution of OA news, events and other pertinent information to those members that have signed up to receive it;
2. Distribute copies of the unapproved minutes to all ASDI groups and individual members through eCares. Approved minutes are to be posted on the ASDI website and to be sent to the Region III Trustee;
3. Communicate with the Meeting List Coordinator in order to maintain a current group registration with the OA World Service Office;
4. Disburse the newsletter and all pertinent information regarding upcoming events through eCares; and
5. Disseminate information on ASDI activities to other Region III Intergroups and WSO for publication in Lifeline and other OA publications and websites.

G. Region III Representatives/World Service Business Conference Delegates

1. Attend Assemblies and Conferences in order of their election;
2. Represent ASDI at Region III Assemblies and the World Service Business Conference (WSBC) to discuss business and policy matters;
3. Participate in discussions and deliberations to arrive at an informed group conscience for the welfare of the Fellowship;
4. Attend the annual World Service Business Conference and participate in committee work in accordance with WSBC procedures;
5. Continue committee service until the next WSBC;
6. Actively participate in ASDI functions and assume a leadership role; and
7. May attend and participate at ASDI Board Meetings but do not have a vote.

TRAVEL EXPENSE FUNDING GUIDELINES

ASDI will provide travel expense funding for delegates and representatives who travel on behalf of the Intergroup. The intent of the Intergroup is to insure that our delegates and representatives are selected solely on the basis of their ability and desire to serve the fellowship. Specifically, the ability of ASDI delegates and representatives to pay their own travel expenses should not be a selection criterion.

A. Appropriate Expenses:

1. Transportation, which may include: airfare; car rental; automobile mileage; taxi; airport limousine / shuttle service; parking
2. Lodging;
3. Meals;
4. Miscellaneous tips.

B. Cash Advance:

When requested, the treasurer will provide each ASDI traveler, at least one week prior to the first day of travel, with a cash advance based on a reasonable estimate of the individual's expected expenses for the duration of the trip.

C. Expense Report:

Within two weeks after an ASDI funded trip, each ASDI traveler will submit an expense report to the treasurer. The Travel Expense Reimbursement Form must be used. The request for reimbursement must include original receipts for all reimbursable expenses. No receipts are required for miscellaneous appropriate cash tipping.

D. Reimbursement:

1. Reimbursement will occur within two weeks of completion of obligations, provided the traveler has submitted the Travel Expense Reimbursement Form along with original receipts and has submitted his/her business meeting report. Upon Board approval, the treasurer will reimburse an ASDI traveler for reasonable travel expenses that unavoidably exceed the established limitations. No reimbursement will be given unless the traveler fulfills his/her total responsibility, including attending all pertinent business meetings during the Assembly/Conference, except in the case of an emergency.
2. When a cash advance has been provided, ASDI travelers are reimbursed for all appropriate expenses from their cash advance provided

by the Treasurer. Traveler will submit the Travel Expense Reimbursement Form along with original receipts. When actual expenses, within established limitations, exceed the amount advanced, the treasurer will reimburse the traveler for the additional expenses. When actual expenses, within established limitations, are less than the amount advanced, the traveler will return the unused portion of the cash advance to the treasurer within two weeks along with the Travel Expense Reimbursement Form and original receipts. Upon Board approval, the treasurer will reimburse an ASDI traveler for reasonable travel expenses that unavoidably exceed established limitations.

E. Limitations:

Expense reimbursement to each ASDI traveler is subject to the following limitations; exceptions are subject to approval by the ASDI Board.

1. The amount funded for airfare will be equal to the lowest possible round-trip airfare base available at the time reservations are made for the group.
2. When personal vehicles are used for ASDI travel, mileage reimbursement shall be limited to the current IRS charitable automobile mileage reimbursement rate. The amount funded for airport transportation and parking (least expensive available – generally long-term parking) will require original payment receipts.
3. The maximum daily meal allowance, including tips, is: breakfast \$14.00; lunch \$18.00; dinner \$28.00. There is no per diem, the allowance is per meal. When a meal is included in the cost of the hotel or otherwise prepaid, no reimbursement will be given for the cost of supplemental items. Any amount beyond these limits will be at the traveler's own expense. No reimbursement will be given for alcohol. When travelers are limited to eating at the venue, Board approval can be given for reasonable increases.
4. Travelers will reserve lodging at the venue and the room rate designated by the event host. Where propriety permits, per diem lodging expense will be reimbursed only on a double-occupancy per room basis; else, the single-occupancy room rate will be reimbursed; travelers must make every effort to share a double-occupancy room.
5. Maximum tips allowed: 15% for a sit-down dinner; 10% for a buffet; \$1-\$2 per bag for shuttle drivers. If the tip was included in the price of the meal, included in the price of the hotel or meeting, or paid by a traveler who paid for the group meal, ASDI will not reimburse for a second tip. Be sure the tip was not already covered.

ITEMS BROUGHT TO THE OFFICE

Items brought or donated to the OA office shall be considered the property of ASDI. Any member who chooses to donate an item(s) to the Intergroup will receive no reimbursement should the item(s) be missing at some future point.

COMMITTEES

Committees may be established as required to carry out the purposes of Intergroup in the most effective manner. ASDI committees include, but are not limited to:

- Bylaws
- Communications/Technology (Comm/Tech)
- Finance
- Office
- Outreach
- PI/PO (Public Information/Professional Outreach)
- Retreat
- 12th Step Within

The Bylaws and PI/PO Committees are Standing Committees per Article VII, Section 1 of our ASDI bylaws. As such, they may be changed or eliminated only by vote of the IG, following guidelines for amendments to the bylaws in Article X.

SPECIAL COMMITTEE STANDING RULES

- Each committee serves at the direction of the group conscience of ASDI; the ASDI directive serves as the basis for the committee agenda;
- Each committee shall create a statement of purpose.
- Each committee is open to any ASDI member wishing to attend the committee meetings; only committee members may vote.
- Committee members will elect a committee chairperson.
- At the beginning of each committee meeting the committee chairperson will read the committee's purpose or charge, as received from ASDI, or, created by the committee and ratified by ASDI.

- Problems or concerns about the focus of the committee will be brought to the committee's attention for discussion.
- Committee concerns that cannot be resolved within the committee may be presented to ASDI by any committee member for discussion, deliberation and resolution.
- All committee actions, suggestions and recommendations are subject to ratification by ASDI.
- Committees will determine their annual budget requirements and submit a request to the Treasurer for those funds to be budgeted.

TAX ID NUMBER & IRS 501(C)(3) DESIGNATION

Meetings **may not** use ASDI's tax ID number for bank accounts. Each group may request their own tax ID number from the IRS. Doing so will impose certain tax reporting requirements on the applicant group. As well, **ASDI's IRS 501(c) (3) designation does not extend to meetings**. The IRS regulations are specific regarding the use and prohibit such use without ASDI assuming significant financial and tax reporting requirements. The requirements are too restrictive to be considered. Also, because each group is autonomous, imposing such IRS regulations on our groups would present the specter of tradition violations. The designation and use does extend to intergroup service committees.

ASDI PRUDENT RESERVE POLICY

The dollar amount of the prudent reserve is to be recommended by the ASDI Finance Committee as part of the annual budgeting process. A balance of no less than 40% and no more than 60% of the annual budget shall be maintained in the treasury.

Urgent use of the ASDI Prudent Reserve must be approved by the ASDI Board and later, at a regularly scheduled intergroup meeting, ratified by a majority of the intergroup representatives present and voting. Use of the Prudent Reserve will be prioritized for the following purposes:

- A. Rent of the office space and utilities;
- B. Other contractual obligations (e.g., existing contracts with retreat or other vendors);
- C. Delegate/Region Representative travel to World Service and Region III business meetings;
- D. Other use of the ASDI Prudent Reserve is to be approved by the ASDI Board and a majority of the intergroup representatives present and voting at a regularly scheduled intergroup meeting.

