

# **Arizona Serenity in the Desert Intergroup**

## **Policy and Procedures Manual**

**approved**  
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## POSITION DESCRIPTIONS FOR

## **ARIZONA SERENITY IN THE DESERT INTERGROUP (ASDI)**

### **A. Intergroup 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 and duties and forward the position duty file to the next elected replacement.

### **B. Chair:**

1. Chair ASDI and Board meetings and prepare agenda and distribute before meetings.
2. May appoint an Interim Chair of any 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. within 30 days of being elected.
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 World Service Business Conference (WSBC).
7. Notify Region III and World Service Office (WSO) of any changes in members of the Board and Representative/Delegate positions.
8. Approve all flyers prior to distribution to the Fellowship.

### **C. Vice Chair:**

1. Assume duties of the Chair in the absence of the Chair.
2. Maintain a master calendar of OA events which may include WSO, Region III, ASDI, Los Angeles Intergroup (LAIG) and Southeastern Arizona Intergroup (SEAZ) events. The calendar information shall be forwarded to the Communications Committee for eCares distribution and posting to the website.
3. 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/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 expenses to Region III of Overeaters Anonymous, and/or Overeaters Anonymous, Inc.

*(Treasurer con't)*

7. Assist the Finance Committee in preparing the annual budget prior to the ASDI Annual Meeting and present the annual budget to the Intergroup unless the Finance Committee chooses to do so.

**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 Committee for distribution through Ecares.
5. Provide approved ASDI minutes to the Communication Committee for posting on the ASDI Website.
6. Maintain a file of minutes of past ASDI and ASDI Board meetings.

**F. Region III Representatives/World Service Business Conference Delegates: (Rep/Delegate)**

1. Attend Region III Assemblies and World Service Business Conferences.
2. Represent ASDI at Region III Assemblies and the World Service Business Conference (WSBC) to discuss and vote on business and policy matters.
3. Participate in discussions and deliberations to arrive at an informed group conscience for the welfare of the Fellowship.
4. When attending Region III assemblies and WSBCs, participate in committee work in accordance with Region III and WSBC procedures.
5. Continue committee service until the next Region III assembly and WSBC.
6. Actively participate in ASDI functions and assume a leadership role.
7. May attend and participate at ASDI Board Meetings but do not have a vote.
8. Formally report and communicate what business was conducted and outcomes that happened to the ASDI fellowship. This report could be oral or written.

**TRAVEL EXPENSE FUNDING GUIDELINES**

ASDI will provide travel expense funding for Rep/Delegates who travel on behalf of the Intergroup. The intent of the Intergroup is to insure that our Rep/Delegates are selected solely on the basis of their ability and desire to serve the Fellowship. Specifically, the ability of an ASDI Rep/Delegate 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 and 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. (See Appendix 1) 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 also 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 considered to have been reimbursed for all appropriate expenses from their cash advance provided by the Treasurer. However the traveler must still 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 roundtrip 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.

*(Limitations con't)*

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.

## **OFFICE**

1. 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.

2. Office Key Requests: OA members desiring a key to the office, fills out the key deposit form which is in the key deposit drawer on the shelf, and must include, name, complete address and phone number on the form, per the form's printed instructions, along with the deposit listed. The form and deposit go in an envelope and is placed in the key deposit drawer.

The OA member responsible for key distribution, a member of the office committee, takes money/cash or check, writing 'key deposit' on envelop and places it in the safe. Then the key will be placed in the envelope with the requesting member's name on it and then put it back in the key deposit drawer. The OA member requesting key will be notified that the key is available.

## **COMMITTEES**

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

- Bylaws
- Communications
- Finance
- Office
- Outreach
- PI/PO (Public Information/Professional Outreach)
- Retreat
- 12<sup>th</sup> Step Within

These are Standing Committees per Article VII, Section 1, of our ASDI Bylaws. They may be changed or eliminated only by vote of the ASDI, following guidelines for amendments to the bylaws in Article X.

## **COMMITTEE MISSION STATEMENTS**

**Bylaws:** This committee reviews and proposes changes to ASDI's current Bylaws and Policy and Procedures Manual and fosters a greater awareness for the uses and purposes of ASDI Bylaws.

**Communications Committee:** The mission of the Communications Committee is to be responsible to the ASDI board and fellowship of OA by communicating with its

members in developing, updating and monitoring the communication policies and social networking accounts. The committee maintains Ecares, monitors Facebook and the [oaphoenix.org](http://oaphoenix.org) website. The committee also works with the meeting list coordinator and recording secretary in disseminating information to OA members.

**Finance Committee:** The ASDI Finance Committee's purpose is to oversee the financial well-being of the Arizona Serenity in the Desert Intergroup.

**Office Committee:** To Provide upkeep and proper maintenance of the Overeaters Anonymous Office.

**Outreach Committee:** The Outreach Committee works to promote strong meetings throughout the intergroup while respecting meeting autonomy.  
(Committee Mission Statements con't)

**Public Information/Professional Outreach (PI/PO) Committee:** Our mission statement is to make the public and professionals aware of Overeaters Anonymous through various media, participation in community events and any other public means available, being always mindful of the need to observe the Traditions of Overeaters Anonymous. We use OA's Public Information Manual, OA's Professional Outreach Manual and public service announcements when appropriate.

**Retreat Committee:** To create a setting away from everyday life to pause, support and enrich our fellows on their paths to lifelong recovery.

**12<sup>th</sup> Step Within Committee:** The mission of the 12th Step Within Committee is to provide 12-step opportunities to help existing OA members, including those in relapse, to gain and maintain recovery and prevent future relapse. The committee's purpose is to strengthen members of Overeaters Anonymous by sharing information and ideas that generate recovery within the Fellowship through workshops and events.

### **COMMITTEE STANDING RULES**

1. Each committee serves at the direction of the group conscience of ASDI; the ASDI directive serves as the basis for the committee agenda.
2. Each committee shall have a Mission Statement. At the beginning of each committee meeting a member of the committee will read the committee's mission statement, created by the committee, ratified by ASDI, and as stated in the ASDI Policy and Procedure Manual.
3. Each committee is open to any ASDI member wishing to attend the committee meetings; only committee members may vote.
4. Committee members will elect a committee chairperson.
5. Problems or concerns about the focus of the committee will be brought to the committee's attention for discussion.
6. Committee concerns that cannot be resolved within the committee may be presented to ASDI by any committee member for discussion, deliberation and resolution.
7. All committee actions, suggestions and recommendations are subject to approval by ASDI.
8. Committees will determine their annual budget requirements and submit a request to the Treasurer or the Finance Committee for those funds to be budgeted.

9. Each committee shall maintain a file of up-to-date pertinent information and required committee actions. If the committee is not active, this file shall be transferred to the ASDI Chair.

### **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. Rep/Delegate travel to Region III and World Service 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





## Appendix 2

### Reimbursement Form for Photocopying

Copying done on your copier:

	DATE	DESCRIPTION OF ITEM	COMMITTEE	# OF COPIES	TYPE/RATE	AMOUNT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
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16						
					<b>TOTAL:</b>	

	DESCRIPTION OF TYPE OF COPY	AMOUNT PER PAGE
A	Single side, ASDI provides paper, black ink only	.02
B	Single side, paper and black ink only	.03
C	Both sides, ASDI provides paper, black ink only	.04
D	Both sides, paper and black ink only	.05
E	Colored paper, one side and black ink only	.04

F	Colored paper, two sides and black ink only	.06
G	Color copies, ASDI paper, one side	.08
E	Color copies your paper, one side	.11

**Copying done at a copier store:**

Please go somewhere with a reasonable price. Attach receipts to this reimbursement form.

**TOTAL:** \_\_\_\_\_

Name \_\_\_\_\_

How to get your check \_\_\_\_\_

Address if you wish for your check to be mailed to you:

\_\_\_\_\_

Please send/give this form to the Treasurer of ASDI for reimbursement. All expenses should be submitted for the fiscal year to be reimbursed by June 30.