

Sea to Sky Intergroup

Qualifications and Responsibilities of Vice-chairperson

Term of Office: The term of office shall be not less than one year or more than 2 consecutive terms, except for reasons to be decided by the Sea to Sky Intergroup.

Qualifications for Election:

- Two years or more membership in the Overeaters Anonymous program.
- Previous service on the Sea to Sky Intergroup Board or attendance at nine of the previous twelve Sea to Sky Intergroup meetings as a meeting representative or committee chairperson.
- Recovering from compulsive overeating and having at least six months current abstinence at time of election.
- Working the Twelve Step program to the best of his/her ability and having taken the 5th Step.
- Present at the election, or having sent a letter indicating willingness and qualifications for this position.

Responsibilities:

- a. Shall maintain abstinence while serving as an Elected Board Member.
While each person is the sole judge of his or her own abstinence, for the purposes of accountability while serving Sea to Sky Intergroup, should a break in abstinence occur, please advise the Chair.
- b. Shall serve in the absence of the Chairperson.
- c. Shall assist the Chairperson whenever needed.
- d. Shall be co-signatory with the Chairperson and the Treasurer.
- e. Shall maintain distribution copies of Sea to Sky Intergroup **Policies & Procedures**, and make them available to anyone who requests a copy Review of Policies & Procedures by Vice-chair and other Sea to Sky Intergroup members to occur each even year (ie. 2008, 2010; note most recent review date at bottom of each page)
- f. Shall maintain distribution copies of Sea to Sky Intergroup **Bylaws**, and make them available to anyone who requests a copy. Review of Bylaws by Vice-chair and Recording Secretary to occur each odd year (ie: 2009, 2011; note most recent revision date at bottom of each page)
- g. Shall maintain distribution copies of all Sea to Sky Intergroup **Board Job Descriptions**, and make them available to anyone who requests a copy Review of Job Descriptions to occur every 3 years (note most recent revision date at bottom of each page)
- h. Shall follow up on absences of Sea to Sky Intergroup Board members and Intergroup Representatives.