



www.oaregion6.org

Submitted for consideration at the Region Six Assembly in the Fall Spring of 20__.
I am applying for a position on the Region Six Board of Overeaters Anonymous as:

Full name: _____

Address: _____

Phone: _____ E-mail: _____

Years in OA: _____ Years of service above group: _____

Date continuous abstinence began: _____

*I certify that I have read the qualifications and duties of the office of
_____ and understand the responsibilities of such position.*

Signature of Candidate

Date

IMPORTANT

This form, when completed, must be sent to the Region Six Coordinator.

Type or print in black ink only. Do not write beyond the margins. Enter all information on this form. Attachments will be reproduced for circulation to the Regional Representatives.

Send to the Region Six Coordinator:

By Mail: Jeffrey Auer, 94 Vermont St., West Springfield, MA, 01041

By e-mail: coordinator@oaregion6.org. For more info call 413-386-7541. This application must be **postmarked** or **electronically time-stamped** 60 days prior to the date of the Region Assembly. It is each applicant's responsibility to verify receipt of application. Additional copies of this form may be obtained from the Region Six Coordinator or downloaded from the Region Six website.

Summary of my OA responsibilities:

I can bring the following business, professional or other experience and skill to the Region:

I would like to be a Region 6 Officer for the following reason(s):

Brief account of my OA story (Physical, Emotional and Spiritual):

My OA story (continued)

QUALIFICATIONS FOR REGION SIX OFFICER

REGION 6 BYLAWS

VI. NOMINATION AND ELECTION OF OFFICERS

- A. Elections of R6A Officers, whose term has expired, shall be held at the Fall Assembly meeting and newly elected Officers shall assume their responsibilities following adjournment of that meeting to serve for a term of two years. The election of Chair and Coordinator will occur at the Fall Assembly in odd-numbered years. The election of Vice Chair, Treasurer and Secretary will occur at the Fall Assembly in even-numbered years.
- B. That the nominations of the R6A Officers shall be by application submitted to the Regional Coordinator sixty (60) days prior to the Assembly designated dates. Persons wishing to run for R6 Office are responsible for obtaining an application form from the R6 Coordinator.
 - 1) All completed applications must be returned to R6 Coordinator postmarked no later than date designated.
 - 2) Copies of applications shall be submitted to each Intergroup forty-five (45) days prior to R6A where election is to take place.
- C. No person shall serve more than two (2) full consecutive terms of office with the exception of partial terms, until a one (1) year interim is met, whereby the person may then be re-elected.
- D. To be eligible for election as a R6 Officer, a person should at the time of election:
 - 1) Be attending OA meetings within R6
 - 2) Have current abstinence from compulsive overeating of at least two (2) years; each person being the sole judge of his or her abstinence.
 - 3) Be serving or have served as a RR or AR to the R6A, for at least one (1) year.
 - 4) Must have attended three (3) of the four (4) R6 Assemblies immediately preceding the election.
- E. A vacancy of R6A Officer shall require that the R6 Board appoint an interim Officer who shall serve until the next Assembly elections. Persons appointed as interim Officers should at time of appointment meet the requirements for election as an officer of R6 as stated above in Article VI, Paragraph D.
- F. To be elected a nominee should be present at the time of election and must receive a majority vote of the voting body by paper ballot; prepared to respond to questions from the Assembly regarding qualifications, except in cases of extreme emergency with notice given to an Officer.
- G. If there is only one nominee for an office, election may be by majority voice vote.

**DUTIES AND RESPONSIBILITIES OF THE R6A OFFICERS
POLICY NUMBER 014**

A. The Chair of R6A will:

- 1) Attend all R6 Board meetings, R6As and R6 Conventions;
- 2) Shall cast the deciding vote in the event of a tie; (Article V, Section G of R6A Bylaws)
- 3) Represent R6 in all matters involving outside enterprises;
- 4) Prepare an agenda of business items for R6 Assemblies and R6 Board meetings;
- 5) Chair R6As and R6 Board meetings in accordance with the R6 Bylaws;
- 6) Co-sign financial documents if necessary or requested by R6 Treasurer and shall be bonded;
- 7) Function as a fiduciary in conjunction with Treasurer in matters requiring allocation and disbursement of the funds provided for R6 business;
- 8) Draft operating Policy and Procedures as directed by the R6A or the R6 Board or as required by business operations;
- 9) Attend all R6 sponsored activities to represent R6 interests and support the activity (funding to be provided by R6);
- 10) Draft and/or review all correspondence from R6 to outside enterprise;
- 11) Attend World Service Business Conference as R6 Delegate;
- 12) Attend all meetings of Region Chairs;
- 13) Maintain contact with unaffiliated meetings and unrepresented Intergroups regarding WSBC and Region business;
- 14) Submit a written article to each edition of the R6 Newsletter;
- 15) Submit a written report to be distributed at each R6 Assembly;
- 16) Sign R6A and R6 Board approved legal contracts between R6 and outside enterprises;
- 17) Investigate and report to R6A on any Intergroup-raised issue affecting R6 as a whole;
- 18) Interact with other Region Chairs to continually seek improvements in R6 service;
- 19) Schedule Parliamentarian for R6A;
- 20) Promote overall unity and group conscience of R6;
- 21) Be responsible for overseeing the implementation of Policy Numbers 008, 015 and 021;
- 22) Perform other duties as may be required by the R6A.

B. The Vice-Chair of R6A shall:

- 1) Attend all R6 Board meetings, R6As and R6 Conventions and meetings of Region Chairs in the absence of the chair;
- 2) Chair R6As and R6 Board meetings in the absence of the Chair in accordance with the R6 Bylaws;
- 3) Act as hotel liaison for all R6 Assemblies;
- 4) Maintain, store, and set-up floor microphones for each R6 Assembly
- 5) Co-sign financial documents if necessary or requested by R6 Treasurer and shall be bonded;
- 6) Oversee the updating and distribute R6 Bylaws and Policy and Procedures manual annually prepared by the Bylaws Committee;
- 7) Serve on the Finance Committee;
- 8) Assist the Treasurer in audit;
- 9) Present audit report to Assembly at first meeting of fiscal year;
- 10) Update and maintain the R6 Strategic Plan;
- 11) Submit a written report to be distributed at each R6 Assembly;
- 12) Perform other duties as may be required by the R6A or delegated by the R6 Chair.

**DUTIES AND RESPONSIBILITIES OF THE R6A OFFICERS
POLICY NUMBER 014**

C. The Secretary of R6A shall:

- 1) Record and transcribe minutes of all R6 Board meetings and R6As and distribute within 20 days of the Assembly to the Chair and Coordinator;
- 2) Register Delegates at the Assembly in the absence of the Coordinator;
- 3) Take roll call at each Assembly;
- 4) Receive and handle all R6 correspondence, mailing material to appropriate R6 Officer;
- 5) Type all correspondence to Intergroups or Committee Chairs if necessary;
- 6) Co-sign financial documents if necessary or requested by R6 Treasurer and shall be bonded;
- 7) Maintain all current-year correspondence and records for R6, excluding tax information;
- 8) Submit a written report to be distributed at each R6 Assembly;
- 9) Administer the R6 History and Archives;
- 10) Be responsible for overseeing the implementation of Policy Numbers 005, 008 and 009;
- 11) Perform other duties as may be required by the R6A or delegated by the R6 Chair.

D. The Treasurer of R6A shall:

- 1) Attend all R6 Board meetings, R6As;
- 2) Maintain checking and savings accounts established in the name of "Region 6 of Overeaters Anonymous";
- 3) Be the guardian of all funds received and disbursed;
- 4) Submit a written report to R6 at each R6A regarding all contributions and disbursements;
- 5) Co-sign documents for R6 expenditures;
- 6) Submit a complete account of R6A funds at the annual election meeting of the R6A;
- 7) Act a liaison with the accountants and the IRS;
- 8) Maintain appropriate records showing all fiduciary transactions;
- 9) Oversee the current R6 Convention account;
- 10) Chair the Financial Committee;
- 11) Obtain budget requests from Region Committees during the 2nd assembly of each fiscal year;
- 12) Present a budget for adoption at the last meeting scheduled prior to the start of the fiscal year;
- 13) Perform the audit with Vice Chair;
- 14) Be bonded;
- 15) Oversee the preparation and distribution of annual special contribution request to registered R6 groups;
- 16) Submit a written report to be distributed at each R6 Assembly;
- 17) Be responsible for overseeing the implementation of Policy Numbers 003, 004 and 016;
- 18) Perform other duties as may be required by the R6A or delegated by the R6 Chair.

E. The Coordinator of R6A shall:

- 1) Attend all R6 board meetings, R6As;
- 2) Distribute copies of minutes, agenda, and any other material deemed necessary for proper coordination and functioning of R6 to all R6 Board Members, Intergroups, and R6 Trustee;
- 3) Maintain current RR and AR addresses and phone numbers and current R6 Intergroup and unaffiliated group listings in order to conduct OA business and for issuance of name tags at Assemblies;
- 4) Register Delegates and Alternates at R6 Assemblies;
- 5) Submit requests to the World Service Office for mailing labels as required;
- 6) Provide R6 labels for Committees to do their own mailings;
- 7) Develop with the R6 Board the annual schedule for R6A and R6 Board meetings;
- 8) Submit a written report to be distributed at each R6 Assembly;
- 9) Co-sign financial documents as requested by R6 Treasurer and shall be bonded;
- 10) Be responsible for overseeing the implementation of Policy Numbers 017 and 022;
- 11) Perform other duties as may be required by the R6A or delegated by the R6 Chair.

DUTIES AND RESPONSIBILITIES OF THE R6A OFFICERS
POLICY NUMBER 014

F. The R6 Website and Publications Coordinator shall:

- 1) Attend all R6 board meetings, R6As;
- 2) Oversee the publication and distribution of the R6 newsletter, the Messenger, and act as advisor to the Newsletter Committee;
- 3) Maintain or oversee the maintenance of the website established in the name of OARegion6.org (the Website) as webmaster, as provided in Policy #034;
- 4) Receive and disseminate all information received for posting on Website, as provided in policy #034
- 5) Submit a written report to R6 at each R6A regarding number of visits to Webstie, a topic for the writing session as described in Policy #030, and other matters of interest to the R6A
- 6) Maintain or cause to be maintained, all technical and aesthetic technologies of the operation of the Website in a smooth working order;
- 7) Be conversant regarding current and emerging internet technologies of benefit to the Website;
- 8) Act as liaison with the R6 Board, and R6 Committee Chairs to facilitate the distribution via the Website and/or Messenger of the minutes, agenda, and any other material deemed necessary for proper coordination and functioning of R6;
- 9) Perform other duties as may be required by the R6A or delegated by the R6 Chair.