**November 21, 2021 6:00pm Agenda**

**NOTE: This meeting will be held by ZOOM**

**Meeting ID: 898 6330 5793**

**Password: 625341**

**Dial in for Northeastern USA:**  **+1 929 205 6099**

**Browser link:** <https://us02web.zoom.us/j/89863305793?pwd=U3lsQUU4Q2NzTUpwbEMrSVRMTzNJQT09>

**Meeting Opening: Serenity Prayer**

\**Anyone can ask for the Serenity Prayer at any time during the meeting*

Introductions/Check-ins/Welcome

Reading of Concepts of Service 10 and 11

Approve Minutes from September 2021

**Reports**

**\*\* NOTE – Please submit reports to Sue *one week* prior to meeting**

 Web Master

 Phone Committee

 Others??

 Treasury-Report of expenses and income since July 2021.

**Δ-Review of Proposed Budget for 2022**

 **Discussion of Proposed Budget 2022**

 **Additions to or subtractions from Proposed Budget 2022**

**Old Business -**

* Treasurer's Job Description (attached) **review for Vote**.
* Web Master Job Descrition (attached) **review for Vote.**
* Mail Pick-up/Mail Box Key holder Job Description

 (attached) **review for Vote**.

**New Business -**

* Phone Job Description (and instructions for back up persons?).

If you have something you'd like added to this agenda, please contact Nance at nancewells@hotmail.com or call: 802-345-8737. Thank you!

**Treasurer (Updated DRAFT 5/18/2021)**

*Requirements:*

* Must meet the requirements in the GMNI Bylaws which are currently as follows:
	+ Practicing the 12 Steps to the best of their ability
	+ Committed to the 12 Traditions and 12 Concepts to the best of their ability
	+ Emotional and spiritual growth as a result of incorporating into their lives the 12 Steps and 12 Traditions as a new way of living
	+ 30 days of abstinence from compulsive eating or compulsive food behaviors, each person being the sole judge of their recovery
	+ Be a regular member of an affiliated Group
* Must have a computer to access banking records and prepare reports
* Have comfort with using basic computer software *(or willingness to learn)*
* 6 months membership in OA

*Special Duties:*

* Executive Board Position

*Time Commitment:*

* Two-year term begins in September after election
* Approximately 2-4+ hours a month not including transportation to and attendance at GMNI meetings. *(Additional time will be needed in the beginning to learn.)*
* Suggested attendance at Region 6 Intergroup Officers Training *(2 days)*
* Additional time required to complete special projects *(optional, but somewhat dependent on decisions made by the GMNI Board)*

*Summary of Duties:*

* Attend all scheduled GMNI and Executive Board meetings
* Balance checking account and deposit incoming donations
* Pay bills and generate reimbursements
* Prepare financial and Tradition 7 reports for distribution by email and posting to the GMNI website aprroximately a week before the GMNI meetng is to be held.
* Generate a proposal for the GMNI Fiscal Year Budget. GMNI's Fiscal Year runs from 1 January to 31 December of each year.
* Register as signatory for all checking accounts and other financial accounts *(if any),* the Chairperson also needs to be a co-signatory to any account.
* Register the Chairperson as the contact person on the Secretary of Stateof Vermont's website, and renew business registration (currently due 2022)
* Submit financial reporting forms at local, state, or national levels *(if required)*
* Maintain a list of all passwords and log-in details for all software and accounts, give a copy to the Chairperson, and pass on to the next in-coming Treasurer.
* Assist incoming treasurer for first four months of their term.

*(detailed list of duties on next page)*

 **Treasurer**

*Detailed list of Duties*

**Bookkeeping Tasks**

* + Ensure and follow safeguards in place to protect GMNI assets
	+ Pay GMNI expenses on time
	+ Deposit income in bank account promptly *(if received directly)*
	+ Maintain record keeping system that identifies all sources of income and recipients of any payments
	+ Balance the bank account monthly or bi-monthly
	+ Update account signature card(s) when necessary
* Register as contact with Vermont Secretary of State and renew GMNI business registration, as needed.
	+ Maintain prudent reserve at level designated by GMNI Board or Bylaws
* Contact Board members immediately if there seems cause to spend any of the Prudent Reserve prior to making any pay-out from it

**Reporting Tasks**

* Create reports of current budget standings and present them at each GMNI meeting.
* Maintain a list of 7th Tradition donations to GMNI separated out by OA group #.
* Send Bank Statements, Budget Spreadsheet, and Treasurer Reports to the GMNI webmaster regularly for archiving on the GMNI website.
* Submit a copy of the Budget spreadsheet, the Treasurer’s Report, and the updated 7th Tradition Report to the GMNI Board at least one week prior to a GMNI meeting.
* Submit, when required, financial reporting forms to Local, State or national entities (to date, we have never been asked for anything).
* Complete review of financial records annually or whenever requested by the Executive Board

**Budgeting Tasks**

* Chair the GMNI Ad Hoc Budget/Finance Committee.
* Generate a proposal for annual budget. **Begin in May** by asking other Intergroup members to assist as an Ad Hoc committee, uising to previous year as an example. **At the** **September** meeting of GMNI, submit the proposed coming year budget for discussion and changes as decided by the GMNI membership. Voting on the proposed budget is held **at the** **November** meeting of GMNI. Once approved, that is the budget for the coming Fiscal Year. Any changes thereafter need to be made by discussion and vote of the GMNI members.
* Look for and propose ways to reduce GMNI expenses and increase funds

**Executive Board Tasks**

* Attend all regularly scheduled GMNI meetings and any special meetings scheduled.
* Participate in executive board meetings and correspondence between meetings
* Participate with other Board members in an annual financial review and an independent audit, if needed.
* Respond to any Treasurer related emails sent to treasurer@oavermont.org *(these can be forwarded to your personal email account, the webmaster needs to link your name to this email account))*

**Passwords and Log-In Information**

* Maintain a stand-alone document that lists all passwords and user log-in information for banking, financial, software, and other treasury related accounts.
* Regularly share any changes with the GMNI Chair, who is the emergency back-up.

**Policies and Procedures**

* Review *GMNI Bylaws* and *Policies and Procedures* especially those pertaining to Executive Board, Finances, Record Keeping, and this position
* Notify Executive Board if updates are needed in *Bylaws* and *Policies and Procedures*
* Suggest updates to this job description before leaving the position *(if needed)*

**Support Incoming Treasurer**

* Train and assist the incoming Treasurer for first 4 months of their term, including assistance with the coming Fiscal Year proposed budget.
* Transfer all records and treasury materials to new treasurer (including banking log-in information, passwords, recordkeeping system, financial software, checkbook, debit card, business registration, etc.)
* Assist incoming Treasurer and Chairperson in obtaining updated banking signature cards and in updating registry with Secretary of State for GMNI Business Registration

**Working with the PO Box Keyholder/Depositor of checks (when someone other than the Treasurer is in this Service role)**

* Work with the PO Box Keyholder/Check Depositor and meetings to request a replacement check if a check is stale-dated or for other reasons the bank may not deposit a check.

**Website Committee Chair (DRAFT)**

*Requirements:*

* 6 months of membership in OA
* 30 days of abstinence from compulsive eating or compulsive food behaviors, each person being the sole judge of their recovery
* Regular access to a computer and comfort with navigating the internet
* Comfort with using basic word processing software (or willingness to learn)

*\*The GMNI website is easily maintained by anyone who is comfortable using word processing software. No website programming experience is needed.*

*Time Commitment:*

* Suggested two-year term
* Approximately 2 hours a month
* Additional time required to complete special projects *(optional)*

*Summary of Duties:*

* Update and maintain the GMNI website: oavermont.org
* Manage email addresses affiliated with GMNI website
* Maintain a list of all passwords and user log-in information for website and affiliated email addresses
* Be listed as GMNI’s contact person with web host company
* Monitor web domain September 19th web domain renewal date, payment, and the success of renewal

*(detailed list of duties on next page)*

**Website Committee Chair**

*Detailed list of Duties*

**GMNI Website**

* Update GMNI website as needed
* Upload updated GMNI Meeting Lists
* Verify that all links on website are working properly
* Upload GMNI documents to the password protected and archival web areas
* Ensure that all necessary reports, minutes, summaries, flyers, documents, etc. are uploaded to website 1 day prior to any scheduled GMNI meeting
* Complete special projects, e.g. update website content or format *(optional)*
* Monitor domain September 19th domain renewal date, payment, and success of renewal

**GMNI Email Addresses**

* Respond to emails sent to webmaster@oavermont.org
	+ *gmni.webmaster@gmail.com* *is available to you if you want to use it*
* Coordinate with Chairperson to respond to emails sent to info@oavermont.org
* Support board members and committee chairs in accessing their email accounts
* Set up email forwarding from oavermont.org email address to member’s personal address *(if requested)*

**Web Host Company**

* Be listed as GMNI’s contact person with web host company. Update your personal contact information with host when you take the position and anytime it changes.
* Monitor email correspondence sent to you (contact person) from web host company

**Password and Log-In Information**

* Maintain a stand-alone document that lists all passwords and user log-in information for website and every email address hosted by oavermont.org
* Share document and any updates with the GMNI Chair as an emergency back-up

**Reports**

* Provide written website report to Board one week prior each GMNI meeting

**Bylaws, Policies, and Procedures**

* Review *GMNI Bylaws* and *Policies and Procedures* especially those pertaining to Website, Email, Committee Chairs, and this position
* Notify Executive Board if updates are needed in *Bylaws* and *Policies and Procedures*
* Suggest updates to this job description before leaving the position *(if needed)*

**Support**

* Support incoming Website Chair for the first three months of their term through providing training, answering questions, and providing support as able

**Website Committee Chair**

*Timeline for Website Updates*

**Before GMNI Meeting**

* Upload documents to both the password protected and archive areas of the website
* Ensure that all necessary reports, minutes, summaries, flyers, documents, etc. are uploaded to website 1 day prior to any scheduled GMNI meeting

**After GMNI Meeting**

* Update the GMNI online calendar of events, GMNI home page, and GMNI Intergroup webpage with dates for next GMNI meeting
* Upload Meeting Summary and Minutes to both the password protected and archive areas

**Meeting List**

* Upload updated meeting lists to the website *(whenever updates are made)*
* Update list of locations for OA meetings on GMNI homepage *(same as above)*

**Elections**

* Set up email forwarding from oavermont.org email address to newly elected member’s personal address *(if requested)*
* Support person in newly elected member in accessing their email account

**Once A Year**

* Verify that all links on website are working properly
* Monitor **September 19th domain renewal** date, payment, and success of renewal

**As Needed**

* Make general updates to website
* Complete special projects, e.g. update website content or format *(optional)*

**PO Box Keyholder (DRAFT)**

*Requirements:*

* 6 months membership in OA
* Regular member of an affiliated Group
* Regular access to email account or telephone
* Able to travel to Burlington 2 times a month

*Time Commitment:*

* Two-year term begins in September after election
* Approximately one hour a month not including transportation to and attendance at GMNI meetings *(meeting attendance optional)*

*Summary*

* Keep secure the key to GMNI’s PO Box #1352
* About every two weeks, pick up mail from Post Office located at 11 Elmwood Avenue, Burlington, VT
* Review incoming mail – including 7th tradition checks
* Make timely deposits into GNMI bank account of incoming donations
* Provide copies of deposits to Treasurer via mail or email
* Forward other pertinent incoming mail to Chair or Vice Chair either via mail or at the next GMNI meeting

*(detailed list of duties on next page)*

 **PO Box Keyholder**

*Detailed list of Duties*

**PO Box Keyholder Tasks**

* About every two weeks, go the Burlington post office at 11 Elmwood Avenue and remove all mail from PO Box 1352.  There's often mail from the following:
* **World Service Office (WSO)** -- Open to see if it is anything urgent/pressing and if not then just hand this information to the Chair at the next Intergroup meeting.
* **Region 6** -- Open to see if it is anything urgent/pressing and if not then just hand this information to the Chair at the next Intergroup meeting.
* **Telephone Provider** -- NOTE:  the payment for GMNI's telephone is automatically deducted from the checking account and just hand this information to the Treasurer at the next Intergroup meeting
* **Internet provider** -- NOTE:  the payment for GMNI's internet is automatically deducted from the checking account and just hand this information to the Treasurer at the next Intergroup meeting
* **invoice for PO box rental** which must be paid annually before July 31st -- this is **very important** as we have about a month to make payment or they lock us out of the PO box.  Years ago, the previous PO Box Keyholder paid the annual fee on my credit card as it was time sensitive and then was reimbursed.
* **checks/money orders from meetings for their 7th tradition** with or without a contribution form.  If no contribution form was submitted, review the current GMNI meeting list to determine the meeting and related WSO #.  Feel free to reach out Treasurer or previous PO Box Keyholder if unsure which group sent the check.
* Photocopy and/or scan the check and deposit the funds at a Community Bank, NA. Please note that they have a branch located at 172 College Street in Burlington. *\*deposit promptly \*send account of deposits promptly*
* Mail the Treasurer a copy of the check with the bank's deposit receipt.
* Feel free to email the Treasurer or previous PO Box Keyholder if unsure how to handle the mail received.
* The previous PO Box Keyholder serves as back up to the current PO Box Keyholder. Additionally upon request, the previous PO Box Keyholder, who usually attends Intergroup’s meetings, will pick up the mail (such as anything not urgent/pressing) left in the PO Box to save on mailing the incoming mail and hand this mail to the Chair at the next Intergroup meeting.

*Special Duties:*

* (NOTE: the current PO Box Keyholder has two keys and the previous PO Box Keyholder has one key)
* In the spirit of rotation of duty, consider finding a replacement to perform these duties and then support them during their tenure.

**Financial Tasks**

* Provide a copy of expenditures, such as postage and office supplies, to the Treasurer for reimbursement
	+ Work with the Treasurer and meetings to request a replacement check if the check is stale dated and the bank will not deposit it.

**Communication Tasks**

* Maintain regular contact with Officers between meetings regarding status of projects, if any
* Whenever possible, interact with other intergroup chairs to continually seek improvements in the services GMNI provides

**PO Box Keyholder**

*Detailed list of Duties*

**Bylaws, Policies, and Procedures**

* Review *GMNI Bylaws* and *Policies and Procedures*
* Follow all GMNI policies and procedures, especially those pertaining to Executive Board, Bylaws, Policies and Procedures, and this position
* Notify Executive Board if updates are needed in *Bylaws* and *Policies and Procedures*
* Suggest updates to this job description if needed before leaving the position

**Support Incoming PO Box Keyholder**

* Transfer all relevant materials and a key to the both the incoming PO Box Keyholder and the previous Keyholder and/or Officer

**Intergroup Meeting List Preparer (DRAFT)**

*Requirements:*

* Must meet the requirements in the GMNI Bylaws which are currently as follows:
	+ Practicing the 12 Steps to the best of their ability
	+ Committed to the 12 Traditions and 12 Concepts to the best of their ability
	+ Emotional and spiritual growth as a result of incorporating into their lives the 12 Steps and 12 Traditions as a new way of living
	+ Be a regular member of an affiliated Group
* Regular access to Word, email account, and telephone

*Special Duties:*

* Provide other pertinent incoming mail to Chair and Vice Chair, Executive Board Positions, either via mail or at the next Intergroup meeting
* Work with meeting contacts to make revisions to WSO’s online meeting list (for example: meeting changes including affiliate their meeting with GMNI WSO #09543)
* In the spirit of rotation of duty, consider finding a replacement to perform these duties and then support them during their tenure.

*Time Commitment:*

* Two-year term begins in September after election
* Approximately one hour a month not including transportation to and attendance at GMNI meetings
* Additional time required to complete special projects *(optional)*

*Summary of Duties:*

* Regularly, about once a month review OA.org’s online meeting listing for changes. NOTE: you may know of changes by other member’s announcements or from Intergroup.
* Email the Webmaster the revised GMNI meeting list to post to the website.
* Email a copy of the revised GMNI meeting list to the Phone Committee Chairperson so

 that they are aware of recent changes in the meeting list.

*(detailed list of duties on next page)*

 **Intergroup Meeting List Preparer**

*Detailed list of Duties*

**Intergroup Meeting List Preparer Tasks**

* As needed, various meetings revise their meeting information due to change in location, meeting time, meeting contact name and phone number, a new meeting, a cancelled meeting, etc.
* NOTE: It is GMNI’s policy that we request that they update their meeting list FIRST at World Service Office (WSO or [oa.org](http://oa.org/)).  Once the meeting information is updated on WSO then GMNI's meeting list is revised.
* Using Word, take the previous meeting list and save it using a new name so that you can review the previous Word document, if needed. Then on the first page update the date in the upper right hand corner.
	+ Review WSO’s meeting information at OA.org by selecting Find A Meeting then select Find a Service Body.
	+ NOTE: For a list of affiliated meetings, enter GMNI’s 5 digit intergroup/service board number 09543.
	+ Compare all information listed for GMNI #09543 on OA.org to the Word document (day of the week, start time and end time (pay attention to am vs pm), WSO #, open or closed meeting, city, meeting location, and contact).
	+ Update the Word document, as needed. NOTE: the two text boxes on the page 2 may need to be resized to make the format work.
	+ Count the number of meetings on the Word document and compare to number of meetings listed on OA.org. NOTE: The Monday 7pm meeting in Bellows Falls is both a face-to-face meeting and a phone meeting and is listed as such on GMNI’s meeting list, so consider that in the count. NOTE: GMNI should have the same number of meetings listed as shown at OA.org.
* Using free software called CutePDF or Adobe, if available, print the Word document as a pdf. NOTE: CutePDF.com provides a free program, CutePDF Writer, that converts a Word document to a pdf (as it acts like a printer).
* Email the Webmaster the revised GMNI meeting list in pdf to post to the website.
* Email a copy of the revised GMNI meeting list in pdf to the Phone Committee Chairperson so that they are aware of recent changes in the meeting list.
* Also, email the Webmaster the revised Word document so that there is a backup of the most current Word document.

**Financial Tasks**

* Provide a copy of expenditures, such as postage and office supplies, to the Treasurer for reimbursement

**Communication Tasks**

* Maintain regular contact with Officers between meetings regarding status of projects, if any
* Whenever possible, interact with other intergroup chairs to continually seek improvements in the services GMNI provides

**Intergroup Meeting List Preparer**

*Detailed list of Duties*

**Bylaws, Policies, and Procedures**

* Review *GMNI Bylaws* and *Policies and Procedures*
* Follow all GMNI policies and procedures, especially those pertaining to Executive Board, Bylaws, Policies and Procedures, and this position
* Notify Executive Board if updates are needed in *Bylaws* and *Policies and Procedures*
* Suggest updates to this job description if needed before leaving the position

**Support Incoming Intergroup Meeting List Preparer**

* Transfer all relevant materials to the incoming Intergroup Meeting List Preparer