

## **NEW INTERGROUP REPS**

### **WELCOME TO INTERGROUP... WE ARE GLAD YOU ARE HERE!**

We have put together this document to help you with your introduction to OA South & East England Intergroup.

The Intergroup is not a separate organisation. It exists solely to support groups and to offer the hand of friendship to the compulsive overeater who still suffers.

We recognise that there is a learning curve for new reps and that sometimes the terms and abbreviations we use can be a bit confusing. Please stick with us! Many reps find that it takes 3 Intergroup meetings before things click. And ask for help if you need it – the Board of Officers are here to help you!

Our website [www.oasouthandeastengland.org.uk](http://www.oasouthandeastengland.org.uk) is also a good source of information as it holds previous Intergroup minutes, our Bylaws and Policy documents.

The email addresses of all the Intergroup officers can be found on the website. Please contact the relevant officer if you have specific queries. For general queries please contact the Chair or Vice Chair, we would be delighted to hear from you.

Welcome to Intergroup!

### **WHAT IS INTERGROUP?**

This is a 9<sup>th</sup> tradition service committee which is directly responsible to the local groups in South and East England. It currently has nearly 80 groups affiliated in London, Berkshire, Buckinghamshire, Cambridge, Hertfordshire, Middlesex, Norfolk and Suffolk and also parts of Bedfordshire, Hampshire, Kent and Essex.

### **WHAT DOES INTERGROUP DO?**

Intergroup has many functions including:

- Maintaining a telephone line with details of meeting contacts
- Maintaining a website [www.oasouthandeastengland.org.uk](http://www.oasouthandeastengland.org.uk) which includes our meeting list
- A postal mail box and email box
- Sponsoring and arranging workshops
- Handling public information enquiries
- Professional outreach work
- Assisting new groups being set up
- Passing information from the National Service Board, Region 9 and World Service to our meetings
- Sends delegates to represent local groups at OAGB National Assembly, Region 9 and World Service Business Conference.

### **WHAT DO I DO AS AN INTERGROUP REP?**

- Attend Intergroup meetings every 2 months.
- Vote on business at the Intergroup meetings on behalf of your group.  
*(Even if it is an issue that your group has not discussed beforehand, you are the voice of your group and you should vote on the issue as you think best for your group).*
- Contribute to committee/project work at Intergroup level.

- You are the bridge between Intergroup and your group. You should make a verbal report to your group after each intergroup meeting giving them the intergroup news and any announcements. You should also bring any announcements from your group or problems your group needs help with to the intergroup meeting.
- Provide a telephone number and email address to the secretary. These will be used to send you Meeting Packs, which include our meeting agenda's, minutes and officer reports for each Intergroup meeting. It is your responsibility to take these back to your group. You may want to consider creating an email address specifically for your OA service.
- You should remind your group that OA is self-supporting and encourage them to send money to intergroup.

## **HOW ARE THE INTERGROUP MEETINGS ORGANISED?**

Intergroup meetings are held on Saturdays, every 2 months throughout the year, and the dates are agreed at the AGM and published on our website.

Intergroup meetings are run according to Roberts Rules of Order. This is a system of parliamentary procedure which allows the meeting to function effectively and to give everyone a voice.

For example, you are asked to raise your hand before speaking and wait for the Chair to ask you to speak. These rules might seem strange at first but you will quickly get used to them.

For any questions or queries on Roberts Rules of Order please speak to the Chair or Vice-Chair.

## **WHY IS MY GROUP ASKED TO SEND MONEY TO INTERGROUP?**

Many of the Intergroup functions listed above need money to maintain them. Any surplus money we receive is passed on to OAGB, Region 9 and World Service to help them fund their work.

## **HOW CAN OUR GROUP SEND MONEY TO INTERGROUP?**

The preferred method is by electronic transfer, although we do still accept cheques.

To find out how transfer money directly into the Intergroup bank account, please find the electronic contributions flyer on the Contributions page of our website, or contact the Treasurer for help.

Cheques are payable to "OASE England Intergroup" and can be sent to OA South & East England, BM 6367, London WC1N 3XX. Please enclose a meeting reference with your cheque so that the Treasurer knows where the money has come from.

Individual groups are encouraged to support OA at all levels. Your group can contribute directly to other service bodies, or can send all contributions to the Intergroup Treasurer and ask for the appropriate proportion to be paid on to other service bodies on their behalf. If you would like your contribution to be split according to the following percentages, please send an email to this effect to the Treasurer when sending your payment. The guidance issued by Region 9 is for groups to split their excess funds as follows: Local IG 42%, OAGB 22%, Region 9 11%, WSO 25%.

## HOW DO I CHANGE INFORMATION ON THE MEETINGS LIST?

Groups are now able to change the meeting list information themselves by updating the meetings list database at the World Service Office. A helpful video 'How to Update the Meeting List' is now on our website. These changes are made manually at the World Service Office and take approx 2 weeks to show on our website.

For any problems please contact [web@oasouthandeastengland.org.uk](mailto:web@oasouthandeastengland.org.uk)

## HOW DO I CHANGE OUR GROUPS INTERGROUP REP DETAILS?

At each Intergroup meeting you can amend your Group Reps details.

To keep Intergroup updated with changes between meetings please email the Secretary ([secretary@oasouthandeastengland.org.uk](mailto:secretary@oasouthandeastengland.org.uk))

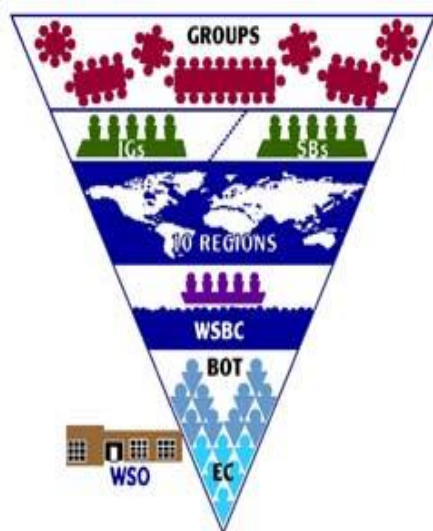
## HOW DO I ASK FOR SOMETHING TO BE DISCUSSED AT INTERGROUP MEETINGS?

Contact the IG Chair before the meeting and ask for an item to be placed on the agenda.

If something comes up at the last minute you can hand the Chair a note at the *beginning* of the Intergroup meeting. If there is time, it will be discussed under 'Any Other Business' that day.

## THE STRUCTURE OF OA

### OA



### OA South and East England IG



## Individual members

OA's diverse membership consists of more than 6,500 registered groups in over 75 countries.

## Groups

A group consists of two or more people. Each group practices the **Twelve Steps** and **Twelve Traditions** of OA. No member of a group is required to practice any actions to remain an OA member or to have a voice at a meeting.

## Intergroups and Service Boards

Intergroups and Service Boards consist of two or more groups.

Intergroups are usually formed of meetings within a general geographic area. Service Boards are service bodies that provide support for groups and/or intergroups that are not otherwise served within the existing service structure. This includes national service boards (NSBs), language service boards (LSBs), and virtual service boards (VSBs). NSBs serve groups and intergroups that speak one language (usually not English). LSBs serve groups and/or IGs, usually in different countries, that share a common language. VSBs serve virtual groups (those that are linked via the Internet) irrespective of geographic boundaries.

## Regions

OA has 10 Regions worldwide that maintain direct communication with groups and intergroups. Our intergroup is in Region 9 which covers Europe, the Middle East and Africa.

Regions sponsor local conventions and assemblies. Regional assemblies also nominate trustee candidates to serve on OA's Board of Trustees (BOT), whose members are elected at the **World Service Business Conference (WSBC)**.

## World Service

The World Service Business Conference (WSBC) attended by delegates from around the world, meets annually each May to conduct the business of OA and to elect the 16-member Board of Trustees. The Board acts on behalf of all members of the OA Fellowship.

## CONTACTING OASEE INTERGROUP

By email: Enquiries to [chair@oasouthandeastengland.org.uk](mailto:chair@oasouthandeastengland.org.uk)

Meeting changes to [executivesecretary@oasouthandeastengland.org.uk](mailto:executivesecretary@oasouthandeastengland.org.uk)

By post: OA South & East of England BM 6367, London, WC1N 3XX

Website: [www.oasouthandeastengland.org.uk](http://www.oasouthandeastengland.org.uk)

By phone: The IG Telephone Helpline is 07583 533090. this is primarily for enquiries from newcomers and visitors looking for meetings

OASEE IG Officers: Email addresses are on the website

## THIS DOCUMENT

If you feel that this document would improve with further explanation of topics, or we have missed an area, please contact the Secretary ([secretary@oasouthandeastengland.org.uk](mailto:secretary@oasouthandeastengland.org.uk))

## GLOSSARY:

<b>GSR</b>	General Service Representative ( <i>same as IR</i> )
<b>IG</b>	Intergroup
<b>IR</b>	Intergroup Representative ( <i>same as GR</i> )
<b>MP</b>	Meeting Pack
<b>MS</b>	Meeting Summary
<b>NSB</b>	National Service Board
<b>NA</b>	National Assembly
<b>OAGB</b>	OA Great Britain
<b>OASEE</b>	OA South and East England
<b>OASEE IG</b>	OA South and East England Intergroup
<b>PI</b>	Public Information
<b>PO</b>	Professional Outreach
<b>R9</b>	Region 9 ( <i>Europe, Africa &amp; Middle East</i> )
<b>TSW</b>	Twelfth Step Within
<b>WSO</b>	World Service Office
<b>WSBC</b>	World Service Business Conference

## USEFUL WEBSITE LINKS

[www.oasouthandeastengland.org.uk](http://www.oasouthandeastengland.org.uk) (*Our IG website*)

[www.oagb.org.uk](http://www.oagb.org.uk) (*Our national website*)

[www.oaregion9.org](http://www.oaregion9.org) (*Our region website*)

[www.oa.org](http://www.oa.org) (*The WSO website*)