



### **General Job Description of Trustees**

Trustees serve Overeaters Anonymous as a whole and act as guardians of the Twelve Steps and Twelve Traditions. Duties include but are not limited to the following:

- 1) Attend all Board of Trustees' meetings and submit report of activities to the board for inclusion on the meeting proceedings.
- 2) Chair the Board of Trustee's committee(s) appointed to and submit report of activities to the board for inclusion on the meeting proceedings.
- 3) Serve as liaison and as an advisor to the corresponding Conference committee, if applicable.
- 4) Participate in other board committees as required.
- 5) Answer correspondence whether addressed directly to the trustee or referred from the World Service Office.
- 6) Participate in service workshops as possible when invited.
- 7) Attend intergroup and service board meetings as possible when invited.
- 8) Cooperate with, support, and respect the WSO staff, managers, and all members of the Board of Trustees.

### **Specific Job Description of General Service Trustees**

- 1) Attend all Executive Committee meetings.
- 2) Review OA, Inc. budget and make recommendations to the Board of Trustees.
- 3) Assist with regional/virtual services functions when invited by a regional/virtual services trustee.

### **Specific Job Description of Regional or Virtual Services Trustees**

Please refer to Bylaws, Subpart B, Article IX, Section 2. The regional/virtual services trustees shall maintain liaison between the Board of Trustees (BOT) and the region/virtual domain, and be the representatives of the BOT in their respective regions/virtual groups and at the region assemblies/virtual service boards. Duties include but are not limited to the following:

- 1) Attend all regional/virtual assemblies and regional/virtual board meetings as required.
- 2) Submit report of regional/virtual activities for inclusion on the BOT meeting proceedings.
- 3) Participate in service workshops throughout the region/virtual domain. Suggest service workshops for marathons and conventions.

- 4) Upon request, assist service structures within the region/virtual domain to organize and operate effectively.
- 5) Serve as a mediator and a discussion facilitator within the region/virtual domain when asked.
- 6) Address Traditions or Concepts issues within the region/virtual domain. Report to the BOT if it affects OA as a whole, or if it may be of help or interest to other members of the board.
- 7) Assist with service functions in other regions, or within the virtual domain, when invited by a regional/virtual services trustee.
- 8) Notify the WSO of changes in the contact information of the region board's chair or secretary, or the region's mail or email address.

**Bylaws Subpart A, Article V – Directors/Management, Section 7 – Resignation and Removal of Trustees**

- c) A vacancy shall be presumed and the office shall be declared vacant by a three-fourths vote of all trustees under the following circumstances:
  - 1) Any trustee who is absent from two Board of Trustees meetings during his/her term of office without prior notice to the chair of the board or the secretary of the board and good cause as determined by the Board of Trustees.
  - 2) Any trustee who is absent from two Board of Trustees meetings in a twelve-month period, or any general service trustee who is absent from three Executive Committee meetings in a twelve-month period, beginning with the first such meeting following the adjournment (sine die) of the annual World Service Business Conference. Absences during a one-year term could be excused only by impassable weather, serious illness of a trustee, death or serious illness of a trustee's immediate family member, war, or national strike. Any member of the Board of Trustees may present a motion that an absence from a meeting of the Board of Trustees, a meeting of the Executive Committee, and/or an Executive Committee teleconference be approved for good cause. The motion may be presented at a Board of Trustees meeting prior to the meeting subsequent to the meeting from which the trustee wishes to be excused. The motion to excuse an absence shall be treated as any other business motion, and requires a three-fourths vote of the Board of Trustees. The vote to excuse the absence will be taken by written ballot.

**Bylaws Section B, Article IX – Board of Trustees, Section 2 – Duties and Responsibilities**

- a) Each trustee shall serve and represent Overeaters Anonymous as a whole. The members of the board, subject to the laws of the State of New Mexico, are expected to exercise the powers vested in them by law in a manner consonant with the faith that permeates and guides the Fellowship of Overeaters Anonymous, inspired by the Twelve Steps of Overeaters Anonymous, in accordance with the Twelve Traditions and Twelve Concepts of OA Service, and in accordance with the bylaws.

- b) Subject to the limitations of these bylaws, and to the action of the delegates at the Conference, all powers shall be exercised by or under the authority of, and the business affairs of the corporation shall be controlled by the Board of Trustees. Without prejudice to such general powers but subject to the same limitations, it is hereby expressly declared that the trustees shall have the following powers:
- 1) To act as guardians of the Twelve Steps and Twelve Traditions, insuring that they are not altered in any way, except as specified in Article XIV, Subpart B of these bylaws.
  - 2) To act as guardians of the Twelve Concepts of OA Service and to promote the understanding and implementation of the Twelve Concepts of OA Service at all levels of service.
  - 3) To conduct, manage, and control the affairs and business of the corporation and any charitable foundation organized in conjunction with or allied with Overeaters Anonymous as they may deem best, and to make such rules and regulations consistent with law, the Articles of Incorporation, or with these bylaws, or the action of the Conference taken through the delegates at the Conference.
  - 4) To designate a place within the United States for holding of any meeting or meetings of the delegates.
  - 5) To manage in such a manner as they deem best all funds and real or personal property received and acquired by the corporation, and to distribute, loan or dispense with the same and the income.
  - 6) To call to the attention of any group or service body any non-adherence to the Twelve Traditions or the Twelve Concepts of OA Service which the trustee believes the group or service body has made, acting only in an advisory capacity in matters affecting Overeaters Anonymous as a whole.
  - 7) To speak on behalf of Overeaters Anonymous in all matters affecting Overeaters Anonymous as a whole.
  - 8) To provide for and supervise publications of Overeaters Anonymous.
  - 9) To furnish counsel and guidance to the members, groups, and service bodies.
  - 10) To supervise and guide education and attraction efforts of Overeaters Anonymous.
  - 11) To provide forums for the interchange of ideas and information among groups and OA service bodies and to be instrumental in carrying the OA message of recovery to compulsive overeaters.
  - 12) To perform such other duties as may be directed by the delegates at the Conference.

13) To prepare and present an annual report to the delegates at the Conference.

c) Specific Duties

- 1) The trustees shall attend Board of Trustees meetings and Executive Committee meetings, if applicable, and the annual World Service Business Conference.
- 2) The regional trustees shall be the representatives of the Board of Trustees in their respective regions and at the region assemblies.
- 3) The virtual services trustee (VST) will represent virtual groups and service boards at the Board of Trustees, and will support virtual services in a manner similar to regional trustees' support of the OA regions.
- 4) The general service trustees shall have general authority with respect to the routine conduct of the business affairs of the corporation, including the following specific duties:
  - (i) To maintain a World Service Office and to receive and disburse all funds contributed to the World Service Office for the benefit of Overeaters Anonymous as a whole, so that the Fellowship of Overeaters Anonymous need never be organized in any legal or official manner.
  - (ii) To receive, manage, control, use, and disburse in such manner as the board may deem advantageous to Overeaters Anonymous, all gifts and contributions, monies and properties of every kind received by the Board of Trustees for Overeaters Anonymous.

The board must decline all outside contributions in accordance with Tradition Seven.
  - (iii) To have the books of the corporation and any and all affiliated bodies, foundations, and nonprofit corporations audited and to furnish an accounting of all financial transactions at the regular annual meeting of the Conference.
  - (iv) To submit minutes of the general service trustees meetings to the Board of Trustees.