

## Service Positions within MBI

### Board Members

**Chairperson** - Prepares an agenda and presides over monthly business meetings. Keeps discussions on track. Has check signing responsibility with Treasurer. Casts deciding vote in case of a tie.

**Vice Chair** - Fills in for Chair as needed. Notifies MBI of activities, dates, locations and significant motions from Region 6 and World Service. Liaison between MBI and R6 and World Service.

**Corresponding Secretary** - Receives & answers correspondence. Chairs MBI meeting in the absence of both the Chair & Vice Chair. Prepares highlights after each MBI meeting. Maintains the sign-in sheet for MBI meetings. Reviews MBI monthly newsletter & offers editorial improvements, as well as final approvals. Maintains MBI email and regular mail lists.

**Recording Secretary** - Maintains accurate minutes & records at MBI meetings.

**Treasurer** - Oversees MBI financial records. Has check-signing authority for MBI. Submits a report at all MBI meetings regarding contributions & expenditures. Submits a complete accounting of MBI funds at the December meeting. Only board member to serve a 2-year term. Selects professional help to prepare Tax Returns.

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### MBI Delegates

Delegates are volunteers elected to represent their OA meetings at MBI. Discuss & propose ways to allocate MBI resources, support committee activities, and publicize OA both within and outside of the OA fellowship.

**Committee Chairs** - Oversee & report on activities from committees to the Board and assembly of delegates.

**Region & World Service Delegates** - Attend and report on these important business functions.

MBI was the very first Intergroup in the state of Massachusetts. After incorporating in 1988, we have been supporting 40-50 MBI meetings in our local area.

MBI holds its monthly business meeting at the Lawrence Memorial Hospital, 170 Governors Ave, Medford, MA on the second or third Saturday of each month from 10:30 a.m. - 12:00 p.m.

**Directions:** The Lawrence Memorial Hospital is located off Rte 93 North: Take Exit 33 and take the rotary to South Border Road. Turn left onto Governors Avenue. Lawrence Memorial Hospital will be on the right.

### WHAT IS MBI's FUNCTION?

- Further the OA program in accordance with the Twelve Steps, Twelve Traditions and Twelve Concepts of Overeaters Anonymous
- Maintain a Communications Center for Massachusetts Bay Intergroup
- Provide unity to OA member groups within the Intergroup
- Provide a forum to select Delegates to Region 6 Assemblies & World Service Conferences.
- Work for OA as a whole within Intergroup

### Massachusetts Bay Intergroup

P.O. Box 74

7 Central St., Suite 209 Arlington, MA  
02476 (781) 641-2303

# MBI

And its role in serving the  
OA Community

### Tradition Nine

OA, as such, ought never be organized but we may create service boards or committees directly responsible to those they serve.

(781) 641-2303

### Massachusetts Bay Intergroup

P.O. Box 74

7 Central St., Suite 209  
Arlington, MA 02476

Email: [info@oambi.org](mailto:info@oambi.org)

Website: <http://www.oambi.org>

## **MBI's Duties**

1. Maintain the Arlington office that disseminates some OA materials, and field telephone inquiries from potential OA members  
Provide a central resource for area meetings
2. Maintain 24-hour coverage
3. Maintain the OA MBI website
4. Have standing committees providing 12-step services within and outside of OA
5. Publish a monthly newsletter and highlights for member groups
6. Sponsor share-a-thons, workshops, annual retreats, and the Thank-a-thon
7. Collect donations from MBI meetings. Make donations to both Region 6 and World Service
8. Send delegates to Region Assemblies and the World Service Business Conference
9. Provide mediation for group inventories
10. Assist new groups in getting started

## **Format of a Typical MBI Meeting**

- 10:30 a.m. Open with the Serenity Prayer
- Reading of previous month's minutes
- Officers give reports
- Committees give reports
- Unfinished business (motions, reports)
- New business
- Presentations (optional)
- Topical discussions (time permitting)
- Adjourn with the Serenity Prayer at 12:00 p.m.

## **Parliamentary Procedure**

MBI meetings are run using formal guidelines that assure all voices, not only the majority, are heard equally. Information is provided during delegate orientation to familiarize them with the normal procedures.

## **Who Votes at MBI Meetings**

1. MBI Delegates (Group representatives)
2. MBI Alternates (in lieu of group reps)
3. Board Members
4. Committee Chairs
5. World Service Delegates
6. Region Delegates

A quorum (minimum number of participants) must be present in order to take a valid vote on any matter of importance.

- Only attendees with 90-days of continuous abstinence may vote, but delegates without 90-days may attend and participate on behalf of their group.
- Visitors cannot vote, but may be able to share, at the discretion of the Chair, depending upon the monthly agenda.

## **How is the agenda decided?**

Items can be brought to the attention of the chair and be added to the monthly agenda.

Certain agenda items (elections, R6 & WSBC reports) may be date-specific, as are certain annual presentations.

## **What Can I do as a Group Rep?**

1. Attend Intergroup meetings monthly
2. Share MBI info with your meeting & discuss your meeting's perspective at MBI
3. Report to your meeting on events and activity that they might support, or that relate to your welfare/unity
4. Help educate group members as to what Intergroup does, and how we can support each other
5. Help mentor replacements (it's the best way to insure continuous MBI coverage when you rotate out).
6. Provide copies of the Highlights and/or Newsletter on your meeting's Literature Table.

## **Active MBI Committees**

**12-step Committee** - Organizes functions, retreats, workshops, and open houses. Brings meetings to those in need. Coordinates most 12-step efforts for OA members.

**Professional Outreach** - Publicizes OA to the professional community. Attends functions to carry the message. Services the youth population.

**Public Information** - Attracts new OA members through various media markets.

**Office Committee** - Oversees Arlington office, which provides personal contact to callers, administers mail and supports the MBI Board and Committees as needed. Emails, prints and mails Newsletter and Highlights to delegates.

**Bylaws** - Maintains updated bylaws. Provides copies to delegates.