

## Central Jersey Intergroup Policy and Procedure Manual

This Policy & Procedures Manual is intended to serve as a guide to policies adopted and functions sponsored by Central Jersey Intergroup. It is a manual of ideas that work, and recipes for success. The purpose of the Policy & Procedure Committee is to document the methods used so someone else can easily pick up where the last person filling a position left off. The manual serves as a guide to help not only new, but existing reps do their jobs better. If anyone doesn't know what they need to do or how to do it, they can simply refer to this manual. It's about maintaining consistency, preventing problems before they arise, and ensuring there is no conflict between the Twelve Traditions and Twelve Concepts of Service. CJI will always be working together for better ways to do a task, so the manual will be regularly updated.

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### **1. Intergroup Meetings**

1. CJI, Inc. shall hold regular business meetings on the second (2nd) Friday of each month, unless deemed necessary to change.
2. Representatives from fifteen percent (15%) of the registered meetings plus one (1) Officer constitutes a quorum, with a minimum of three (3) attending.
3. Special meetings may be called, or the date of the regular business meeting may be changed, by the Officers at any time with reasonable notice (i.e. one week) to the membership or by two-thirds (2/3) vote of the Intergroup Representatives at any time.
4. All CJI, Inc. meetings shall follow Robert's Rules of Order and be in compliance with the Bylaws of OA, Inc.
5. Taken from the spiritual principles in the Traditions of Unity, Trust, Open-Mindedness, Responsibility, Acceptance, Equality, and Fellowship (OA 12 & 12 First Edition, p 147), Intergroup Meeting Principles are:
  - A. OA has no power structure, only a service structure
  - B. Intergroup “has no power to enforce rules on OA groups or individual members.” (OA 12 & 12 First Edition, p 119)
  - C. Disagreement does not equal personal rejection.
  - D. Diversity can be our strength.
  - E. If we all agreed on everything, we wouldn't all be necessary.
  - F. Keep our discussions within the spirit of “I love you, but I disagree with you”.
  - G. When the group conscience is reached, let there be unity.

## **2. Chairman**

The Chair, as trusted servant,

A. Is responsible for chairing each CJI, Inc. meeting, early arrival and punctual start. Using the Intergroup Calendar, Minutes from prior intergroup meetings, and submissions: compiles monthly agenda by the Wednesday prior to the monthly intergroup business meeting. Provides the Agenda, Treasurer's report, meeting anniversaries, information on meetings that are meeting on holidays, and any new business submission documents to all intergroup members who have requested them. Provides copies of documents for reps at the monthly business meeting or uses the laptop screen without providing copies. Keeps a current list of all Intergroup Reps and their contact information. Maintains a roster of Intergroup Officers, Region 7 representatives, and World Service Business Conference Delegates and the dates that their service terms began. Sends out "What's New in Intergroup" to reps and friends of CJI after each Intergroup Meeting. Sends Meeting Agenda, Meeting Minutes, and Treasury Report to the Webmaster for posting on the web.

B. Is the telephone/e-mail contact person for the monthly Intergroup meeting and the Central Jersey Intergroup, Inc. Responds to all correspondence, phone calls, and questions in timely manner.

C. May have authorization to sign checks for CJI, Inc.

D. Shall serve as ex-officio on all standing committees as a non-voting member.

E. Shall vote when his/her vote would affect the result or where the vote is by ballot

F. Will mentor, along with the Vice Chair, those who volunteer to become active with Intergroup service commitments. Communicates regularly with those doing Intergroup service and occasionally attends committee meetings, offering encouragement and assistance as needed.

G. Chair should enthusiastically support OA functions (within the CJI, Inc. meeting area) by publicizing and attending whenever possible and offering to perform service to help keep CJI, Inc. visible to our members.

H. Assume the responsibility of formulating goals for CJI, Inc. and putting together a plan of action, taking into consideration the goals suggested by our World Service Organization (WSO) and Region 7, Inc. Review, along with the Vice Chair, our plan of action and discuss regularly with Intergroup Representatives.

I. All Intergroup officers, in order to lead by example, will be an active member of a registered OA group, working the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service to the best of their ability. All officers are encouraged to carry the message of OA to the compulsive member who still suffers, and to share the activities and needs of CJI, Inc. by frequently attending different meetings.

J. Upon completion of service term, provides the succeeding Chair with any information from their service period via written or electronic media.

## **3. Vice Chair**

The Vice-Chair, as trusted servant,

A. Shall be responsible for taking over the duties of the Chairperson in his/her absence.

B. Shall be the official keeper and guardian of the Bylaws. When proposed Bylaw amendments/changes are required/submitted to CJI, Inc., the Vice-Chair shall chair an ad hoc committee to set the process in motion.

C. Shall be responsible for overseeing those performing the service involved with the up-keep of the group and contact information registration file for CJI, Inc. meetings with World Service Office as it appears on oa.org and the meeting list that appears on the Central Jersey website.

D. Shall be the responsible program committee coordinator. Will mentor, along with the Chair, those who volunteer to become active with Intergroup service commitments. Communicate regularly with those doing Intergroup service and occasionally attend committee meetings, offering encouragement and assistance as needed.

E. May have authorization to sign checks for CJI, Inc.

F. The Vice-Chair should enthusiastically support OA functions (within the CJI, Inc. meeting area) by publicizing and attending whenever possible and offering to perform service to help keep CJI, Inc. visible to our members.

G. Assist the Chair in formulating goals for CJI, Inc. and putting together a plan of action, taking into consideration the goals suggested by our WSO and Region 7, Inc. Review, along with the Chair, our plan of action and discuss regularly with Intergroup Representatives.

H. Shall periodically, on an as needed basis, form an ad hoc committee to update the Policy and Procedures Manual.

I. All Intergroup officers are encouraged to carry the message of OA to the compulsive member who still suffers, and to share the activities and needs of CJI, Inc. by frequently attending different meetings.

#### **4. Treasurer**

##### Treasurer – General

- Shall be responsible for maintaining the CJI, Inc. treasury and for providing the membership, on a monthly basis at Intergroup, a written report of all contributions and expenditures.
- Shall have authorization to sign checks for CJI.
- Shall, at the November Intergroup Meeting, provide a written detailed financial statement of individual group donations for the preceding twelve months.
- Shall pay bills, take deposits, and file with the IRS and the State of NJ.

##### Practice and Policy Detail

1. Treasurer will obtain a letter size post office box, pick up mail, and forward as required.
2. Will maintain the Central Jersey Intergroup, Inc. checking account, and will reconcile the checkbook with the bank statement on a monthly basis.
3. Treasurer will keep a ledger of itemized donations and other income.
4. Maintain a prudent reserve as specified in the Addendum Table.
5. Send contribution receipts to groups (usually to the person who sent the contribution) for their contributions.
6. CJI will reimburse new Central Jersey groups for startup literature as specified in the Addendum Table. In order to receive the funding the new group must utilize at least one third of the funding to purchase Newcomer Packets, and the group's Intergroup Rep needs to attend Intergroup meetings and forward the receipt to the Treasurer.
7. Refunds are given to the person who signed the check. For example: A, B and C all register for a Retreat and B sends a check for all three people. C cannot go and requests a refund for her part of the retreat deposit. The money is returned to person B and person C must then get the money from B. A letter goes to B with the check and C is copied (cc:) on the letter.
8. Keep the retreat monies as a separate accounting (on a separate spreadsheet), but in the same bank account as the main CJIOA treasury. Keep a ledger including the details of income and expenses for the retreat. Show the retreat balance on the monthly report to Intergroup but remove the retreat funds from the available funds (in the same manner that the prudent reserve is noted but removed from available funds).
9. WSBC Delegates' Expenses: CJI will pay for coach airfare, hotel expenses for a shared room, and registration fees to

- attend the WSBC. A pre-travel check will be issued toward local transportation (bus, taxi, mileage, etc.) and for meals. See Addendum Table for the currently approved amount.
10. Region 7 Assembly Representative Expenses: CJI will pay for hotel expenses for a shared room, and registration fees to attend the Region 7 Assembly. A pre-travel check will be issued toward local transportation (bus, taxi, mileage, etc.) and for meals. See Addendum Table for the currently approved amount.
  11. Contributions to WSO and Region 7 are currently sent at the end of each quarter. Rent (if necessary) is sent at the end of each quarter for the CJIOA Intergroup meeting room. See Addendum Table for currently approved amounts.
  12. The fiscal year is from November 1 to October 31.
  13. When Officers leave their position or a new Officer is voted in update the signature cards at the bank. Four signatures should be on file – typically the Chair, Vice Chair, Treasurer, and past Treasurer. Two signatures are required on all checks.
  14. Photocopies:
    - a. Keep a copy of checks written and correspondence accompanying them.
    - b. Keep a copy of any check deposited, the envelope and significant correspondence accompanying it.
  15. Deposit slips are separated by categories (LBI, WDR, donations, fund raisers, insurance, etc.), each category on its own slip.
  16. Old documents may be discarded by shredding. See current retention period in the Addendum Table.

### Reporting

1. All CJIOA monies are to be reported monthly. If any separate checking accounts exist with CJIOA money, those monies are to be reported with the Treasurer's monthly report.
2. The State of NJ requires a report completed online annually. The treasurer pays with their personal credit card and then gets reimbursed from the treasury. This report must be done by the end of the fiscal year (10/31). A notice is usually sent by the State in July. The information needed is officer's names and addresses and who is the reporting person. Any change of address is reported here.
3. Federal Tax e-postcard must be submitted to the IRS by March 15<sup>th</sup>.

### Retreat Committees

1. Retreat Committees should keep or receive a photocopy of all checks and correspondence sent regarding the Committee.

### Ways and Means Committee

- A. Committee is composed minimally of the current treasurer, past treasurer, chair, and vice chair. Requests are made to all interested Intergroup Reps to join the committee and meetings are open to all CJI members.
- B. Committee functions to form opinions and recommendations to CJI on how best to dispense, manage, and donate funds, locally as well as to Region 7 and WSO. These would be submitted to CJI and become policy if approved by CJI.
- C. The Committee will meet twice each fiscal year. Once within two months of the end of the fiscal year for review of the checkbook and records (as per the Bylaws) by either a qualified professional or at least two OA members independent of the Treasurer. Second meeting on or about August or September for budget planning for the next fiscal year.
- D. CJI Committee Chairs may submit a revised budget mid-fiscal year, for approval by the Ways & Means Committee, if budget adjustments are needed. CJI Committee Chairs shall submit a budget request by August for consideration for the next fiscal year.
- E. All Requests for budget monies should be submitted, in writing, with justification for the requested funding.

## Treasury Addendum Table

<u>Budget Item</u>	<u>\$ Amount</u>	<u>Comments</u>	<u>Revision Date</u>
Prudent Reserve	\$4,000.00		9-11-15
New group start up literature	\$60.00		11-3-14
WSBC pre-travel expenses	\$200.00		9-10-17
Region 7 Assembly pre-travel expenses	\$125.00		9-19-15
WSO contribution	\$100 quarterly		10-12-18
Region 7 Contribution	\$100 quarterly		10-12-18
Meeting Room Rent	\$75 quarterly		10-30-09
Document retention	8 years		9-10-17

### **5. Recording Secretary**

- A. Punctually arriving at the monthly CJI meetings to ensure complete coverage of the meeting.
- B. Documenting the meeting attendees in the minutes.
- C. Recording minutes of the monthly CJI meetings, using the job title (when applicable) of the intergroup attendees “discussing” business, summarizing the results of the discussion and voting.
- D. Electronically sending the minutes of the previous month to the Chair the by the week before the Intergroup meeting.
- E. Amending the minutes of the previous month (if needed) as directed by the Intergroup. Electronically sending the amended and approved minutes to the Chair.
- F. May have authorization to sign checks for CJI, Inc.

### **6. Corresponding Secretary**

- A. The Corresponding Secretary shall be responsible for keeping current CJI, Inc.'s meeting registration with the World Service Office, as overseen by the Vice Chair.
- B. May have authorization to sign checks for CJI, Inc.
- C. Record CJI's votes regarding Proposed Agenda items for the upcoming World Service Business Conference and mail CJI responses to WSO in a timely manner.
- D. Respond to correspondence directed to our intergroup.
- E. Transmit information at Intergroup meetings regarding news from the World Service Office and other OA events taking place outside of CJI area.
- F. Prepare and distribute “Welcome to Intergroup” information to new intergroup reps.
- G. Maintain a contact information sheet for Intergroup members and sending this document regularly to the Chair.

### **7. Intergroup Representative**

1. The membership of CJI, Inc. shall consist of the officers and one (1) Representative and an Alternate Representative from any Overeaters Anonymous Group desiring membership and who practice the Twelve Steps

and maintain the Twelve Traditions of Overeaters Anonymous, and are guided by the Twelve Concepts of OA Service. Each individual group determines the qualifications and period of service for its Intergroup Representative.

2. The purpose and obligations of an Intergroup Representative and Alternate Representative are love and service. Love and service are the underlying themes in our program. An Intergroup Rep's service is vital in keeping their meeting connected to their Intergroup and OA as a whole. Following are some suggestions on how an IG rep can be very effective in serving their home meeting in this role, carrying the message of recovery at the meeting level and encouraging others to serve.
  - A. Represent his/her group as a whole by expressing the group conscience of the meeting they represent. You are the link in the chain that connects the individual member of an OA group, through Region 7 and World Service, to every OA member worldwide. Invite and encourage attendance at the monthly Intergroup meeting by OA'ers who may have a future interest in service beyond the group level. Regularly solicit volunteers from the meetings you attend to join Intergroup's committees and become active members in "carrying the message".
  - B. Give service to Intergroup by actively participating in the committee and service work. Attendance and participation, whenever possible, is encouraged at all OA functions
  - C. Each representative should own and be familiar with the "OA Handbook for Members, Groups and Service Bodies: Recovery Opportunities."
  - D. Report back to his/her group on CJI, Inc.'s current status and activities, "talk-up" events taking place within our area and remind members of the Central Jersey and Region 7 websites. Encourage all group meetings to hold regularly scheduled monthly business meetings that include an Intergroup Report and a Treasurer's Report. Keep your group informed on how important their financial contributions are and express gratitude for receiving them
  - E. Become and stay informed with World Service and Region 7 news/activities/requests/and goals for our Fellowship, and share that information with local group members.
3. Voting
  - a. Each Representative shall be entitled to one (1) vote in the business meetings of CJI, Inc.
  - b. Alternate Representatives shall vote for their respective Representative in their absence.
  - c. Each Officer shall be entitled to one (1) vote in the business meetings of CJI, Inc. The Chair does not vote, except when there is a tie. Officers do not represent an OA meeting, they are performing the duties of their service position at the Intergroup meetings.

## **8. Region 7 Representatives**

- A. Prior to each Region Assembly, when registering for attendance and committee selection, Representatives need to determine between themselves what committees they will join so that as many committees as possible will be covered.
- B. Reps are responsible for making their own hotel and travel arrangements and notifying the Treasurer after said arrangements are made.
- C. Reps are expected to be an active committee member not only during the assembly but for the year after the assembly they attend.
- D. Reps are expected to give to CJI a written and oral report of the assembly they attend.
- E. Region 7 Assembly Representative's Expenses: CJI will pay for hotel expenses for a shared room, and registration fees to attend the Region 7 Assembly. A pre-travel check will be issued toward local transportation (bus,

taxi, mileage, etc.) and for meals. See Treasurer Addendum Table for the currently approved amount. All expenses require receipts and they are to be submitted to the Treasurer prior to the next intergroup meeting. Any monies not spent must be returned at the same time. The Intergroup shall approve other reimbursements on a case-by-case basis.

## **9. World Service Business Conference (WSBC) Delegate**

- A. Prior to the WSBC, when registering for attendance and committee selection, Delegates must determine between themselves which committee choices will be submitted so Delegates will not attend the same committee.
- B. Delegates are responsible for making their own hotel and travel arrangements and notifying the Treasurer after said arrangements are made.
- C. As participants, Delegates shall not be bound by the wishes of CJI, but should not vote against these wishes unless situations arise at the conference that make it necessary for the best interests of OA as a whole.
- D. Delegates are expected to be an active committee member not only during the conference but for the year after the conference they attend.
- E. WSBC Delegates are expected to give to CJI a written and oral report of the conference they attend.
- F. WSBC Delegate's Expenses: CJI will pay for coach airfare, hotel expenses for a shared room, and registration fees to attend the WSBC. A pre-travel check will be issued toward local transportation (bus, taxi, mileage, etc.) and for meals. See Treasurer's Addendum Table for the currently approved amount. All expenses require receipts to be submitted to the Treasurer, prior to the next intergroup meeting. Any monies not spent must be returned at the same time. The Intergroup shall approve other reimbursements on a case-by-case basis.

## **10. Webmaster**

Webmaster maintains the website [oa-centraljersey.org](http://oa-centraljersey.org) and updates the website at the request of the Intergroup.

Accounts:

[http://oa-centraljersey.org/wp-login.php?redirect\\_to=http%3A%2F%2Foa-centraljersey.org%2Fwp-admin%2F&reauth=1](http://oa-centraljersey.org/wp-login.php?redirect_to=http%3A%2F%2Foa-centraljersey.org%2Fwp-admin%2F&reauth=1)

Wordpress for the CJIOA account

Username: WebChair

Wordpress for the audio site

<http://cjioa.info/wp-login.php>

Username: WebChairInfo

The Web Hosting account.

The WebMaster is the account owner on this account. It should be changed when the Webmaster is changed.

Daily/Weekly chores:

Each Flyer needs a PDF and a JPEG image.

Log into the Website to upload both to the media file.

Collect the URL for the PDF.

Go to the Events or Virtual events page

Each item is made of a site origin image, and a site origin editor block. If you need to add blocks, right click.

The site origin image block: At the top of the page, where it says image file, click on chose media and select the image that you need. The image size is currently medium (300x300). The title is hidden, use it to add the delete after date, usually the event date. Add the URL for the PDF to the box for the destination URL. Click Done.

SiteOrigin Editor is used to generate the title underneath the image. Write your desired title. Highlight it. Select Heading 4 as the format. Then add a link to the title, Adding the PDF URL link again. Click Done.

When you have added what you need to, you must update the page.

Keep the Events page and the Virtual Events page up to date. That means going in and removing flyers from the Events and Virtual Events pages regularly.

#### Intergroup documents

Add PDFs of the documents, and an image of WNIG to the Library  
<http://oa-centraljersey.org/beta-your-intergroup/whats-new-at-intergroup/>

What's New in Intergroup goes in two places. This is the same process as adding a flyer, including an image.

<http://oa-centraljersey.org/beta-your-intergroup/intergroup-documents/>

The other documents go to the Intergroup documents page. It can help to open the Library in another browser window. Each document is added to the list. Write a description, hyperlink to the PDF for that document.

#### Overesight tasks

Pressing Issues sends a regular report, accounting for the fact that they are on a retainer.

Google Analytics

Toward the bottom of the Wordpress dashboard, go to the Analytics Dashboard.

#### Loading Audio files into CJIOA Audio

Event organizers usually pass recordings on as MP4s. You need to convert them to MP3 to add it to our website.

Can use Apple Music to do this chore.

Open the file in Apple Music.

Click on the three dots

Get Info. Give it a descriptive title.

Show Album in Library

From the File Menu / Convert to MP3.

Close music and find the MP3 file in My Music files. Can pull it out and place it on the desktop.

Log into CJIOA Audio

Add Media

Load the MP3 file

Collect the URL

Go to the Page Audio Files

Edit Site Origin Editor

Add the file by creating a text label as part of one of the lists. Then add the link to the label.

Click Done and Then UPDATE

Check the page afterwards to make sure all went as planned.

## **11. Twelve-Step Within Committee**

The Twelve-Step Within Committee is an OA service body formed to carry OA's 12<sup>th</sup> Step message of recovery to those who still suffer "*within*" the fellowship; "*dealing with relapse, membership retention and offering the message of hope to maintain recovery and prevent relapse.*" (Twelfth-Step-Within Handbook, 2018)

#### Duties and Responsibilities:

- Meet periodically as a committee during the year to accumulate ideas and information.
- Respond to requests from Intergroup and fellow members for information related to this committee.
- Create and promote workshops that deal with our primary message.
- Disseminate flyers and activity sheets that promote methods of membership retention and recovery after relapse.



- Annually celebrate Twelfth Step Within Day with a workshop or meeting focused on our message
- Provide updates on the Intergroup level at monthly meetings and deal with requests for information.
- Follow the 12 Steps and 12 Traditions, follow the CJIOA Bylaws and expend funds as budgeted to accomplish committee functions.
- Communicate with the CJIOA Board.

## **12. Outreach Committee**

Statement of Purpose:

The Purpose of our Outreach Committee is to coordinate the efforts of OA groups and individual members interested in carrying the message of the OA Program of recovery to Health Care Professionals, Addiction Treatment Centers, Religious Organizations, Schools, Libraries, and the General Public.

How are Meetings conducted:

Depending on the time of year and availability of participants, committee may meet every 6 to 8 weeks for 1- 1 ½ hrs. We discuss strategies that will help reach our goals of spreading the OA Message to both those who suffer from this disease and to those medical professionals who may be treating them. Seasoned OA members as well as newcomers, who are interested in doing this service, are asked to join the committee to come up with new strategies to reach out to those who may not be familiar with the OA Program of Recovery. Members may be asked to volunteer their time in order to facilitate events that reach out to those suffering from this disease but are unaware of what our program has to offer.

Events and activities include:

- Visits to Addiction Treatment Centers to conduct OA meetings
- Visiting Medical Schools to introduce OA to new physicians
- Setting up OA information booth at Health Fairs
- Distributing OA information pamphlet packets to physicians

## **13. Retreat Committee**

Provide an extended retreat experience, typically over the weekend (such as Winter Dreams, Together We Can, etc.)

A. Retreat Coordinator

1. Coordinates the administrative parts of the retreat
2. Determines if the event will be for CJI or joint with another Intergroup.
3. Meets with coordinators from other Intergroups (if applicable) to plan the workshop
4. Determines the site to host the event and the cost.
5. Prepares flyer and delivers it to the Webmaster.
5. Sets up committee meeting dates to develop the program, discuss retreat activities and the final wrap up meeting
6. Coordinates volunteers for:
  - Retreat Treasurer
  - Food Service
  - Registration and sign in
  - Hospitality – Set Up and Welcome
  - Saturday Social
  - Badges, folders, agenda, menus, directions, signs, room assignments
  - Give Aways (If the committee decides to have a Give Away. Not a necessity)
  - Clean up

- Corresponds with Retreat House
- Passes on retreat correspondence to the next Coordinator at the end of their service.

#### B. Retreat Leader

- On site for the weekend
- Coordinates speakers for the program
- Introduces speakers and keeps things on schedule according to the program.
- Organizes volunteers for cleanup on site, etc.
- Assists retreatants with any facility requests that may come up.

#### C. Food Service

- Communicates with retreat house regarding our menu.
- Purchases extra items we may need for the food service (such as items for MA, beverages, etc.).
- Puts out coffee, tea on Friday Night
- Usually 2 people share this service. There is usually a food service person in training for the next year.
- Collects tips for Food Service Staff or other Retreat Center Staff as group conscience decides.

#### D. Retreat Treasurer

- Receives Registration forms from CJI Treasurer.
- Sends out confirmations of registrations to retreatants.
- Sends reminders to retreatants regarding when final payment is due.
- Coordinates receipts with reimbursement

### **14. Marathon Committee**

Provides an experience for a half or full day (such as IDEA Day, Unity Day, Sponsorship Day, 12-Step Within Day, etc.)

#### A. Marathon Chair

1. Determines if the event will be for CJI or joint with another Intergroup.
2. Meets with coordinators from additional Intergroups (if applicable) to plan the workshop.
3. Determines the site to host the event and the cost. Coordinates with event site.
4. Prepares flyer and delivers it to Intergroup and Webmaster.
5. Coordinates speakers for the program
6. Sets up committee meeting dates to develop the program, discuss activities and the final wrap up meeting
7. Coordinates volunteers for:
  - Marathon Host
  - Food Service (if needed)
  - Registration
    - Receives registration forms if event registration is required and sends out confirmation
    - Welcome, sign-in, payment or donations, badges
  - Programs
  - Passes on event correspondence to the next Coordinator at the end of their service.

#### B. Marathon Host

- Introduces speakers and keeps things on schedule according to the program.
- Organizes volunteers for cleanup of site, etc.
- Assists with any facility requests that may come up.

#### C. Food Service (If needed)

- Put out coffee, tea and water

## **15. Central Jersey Intergroup Calendar**

### **January**

Region 7 Representative elections (as per Bylaws)  
Nominations for Recording and Corresponding Secretaries in odd years (as per Bylaws)  
Winter Dreams Retreat  
Update meeting list contact info  
Publish meeting donations for fiscal year ending 10/31, include a “thank you” to all groups

### **February**

Elections for Recording and Corresponding Secretaries in odd years (as per Bylaws)  
Discuss and vote on proposed WSBC Agenda items  
Unity Day Marathon  
Winter Retreat Report and discussion

### **March**

Term of office for new Secretaries begins

### **April**

Nominations for Chair and Vice Chair in odd years (as per Bylaws)  
Region 7 Spring Assembly Reports  
Discuss and final vote on proposed WSBC Agenda items

### **May**

Nominations for Chair and Vice Chair in odd years (as per Bylaws)  
Region 7 Spring Assembly Reports  
WSBC Delegate Reports  
Committee Chairs may submit revised budgets if needed

### **June**

Elections for Chair and Vice Chair in odd years (as per Bylaws)  
Remaining reports from World Service Delegate(s) or Region 7 Assembly Rep(s)

### **July**

Newly elected Chair and Vice Chair preside

### **August**

Nominations for Treasurer in odd years (as per Bylaws)  
Together We Can Retreat (held end of August or after Labor Day in Sept.)  
Renew CJIOA logo from WSO in even years  
Sponsorship Day Marathon  
Review of Treasury checkbook and records

### **September**

Nominations for Treasurer in odd years (as per Bylaws)

Review insurance for CJIOA, Inc.  
Nominations for WSO Delegates  
Ways and Means Committee meets to establish new Fiscal Year Budget

### **October**

Election for Treasurer in odd years (as per Bylaws)  
Together We Can Retreat Report and discussion  
Nominations for WSO Delegates  
New CJI budget discussion and vote

### **November**

IDEA Day Marathon  
Region 7 Fall Assembly Reports  
Nomination for Region 7 Rep (if there are any open positions)  
Term of office for new Treasurer begins  
Request PNC OA sign on Garden State Arts Center – contact CJI liaison Kathy G or PNC Customer Service Mgr  
Denise Desanta  
CJI Bylaws review and update in odd years (as per Bylaws)  
WSO Delegate Nominations (as per Bylaws)

### **December**

12<sup>th</sup> Step Within Day  
Election of WSO Delegates (as per Bylaws)  
Nominations for Region 7 reps  
Nominations for Recording and Corresponding Secretaries for odd years (as per Bylaws)  
Contact hospital regarding the intergroup meeting for the next calendar year (If site is required)  
Mary Ann Michals Community Relations 732-324-5098  
Raritan Bay Medical Center - Old Bridge in Auxiliary Hall C