

OA FOOT STEPS

VIRTUAL INTERGROUP #09670

Motion: Move to amend the OA Foot Steps Policy and Procedure Manual Article IX - Committees by striking and inserting as shown in red and green:

CURRENT WORDING	PROPOSED WORDING
<ol style="list-style-type: none"> 1. OA Foot Steps will create committees, as the need arises. 2. Approved Committees are: <ol style="list-style-type: none"> a. Digital to include <ol style="list-style-type: none"> i. Announcements ii. Forms iii. Literature Development iv. Meeting Schedule v. Newsletter vi. Podcasts vii. Website viii. Finance b. Governance and Procedures to include <ol style="list-style-type: none"> i. Bylaws ii. GDPR compliance iii. Governance iv. Policies and Procedures v. Standing Rules vi. Security c. Meeting Resources to include: <ol style="list-style-type: none"> i. Intergroup Representative Basics ii. Meeting Leadership d. Member Resources to include: <ol style="list-style-type: none"> i. Communication and Conflict Basics ii. Diversity iii. Fun and Fellowship iv. Inclusion v. Information vi. Languages vii. Literature Services viii. Milestones 	<p style="color: green; text-decoration: underline;">Section 1 - Committee Structure</p> <ol style="list-style-type: none"> 1. OA Foot Steps will create committees, as the need arises. 2. Approved Committees are: <ol style="list-style-type: none"> a. Digital to include <ol style="list-style-type: none"> i. Announcements ii. Forms iii. Literature Development iv. Meeting Schedule v. Newsletter vi. Podcasts vii. Website viii. Finance b. Governance and Procedures to include <ol style="list-style-type: none"> i. Bylaws ii. GDPR compliance iii. Governance iv. Policies and Procedures v. Standing Rules vi. Security c. Meeting Resources to include: <ol style="list-style-type: none"> i. Intergroup Representative Basics ii. Meeting Leadership d. Member Resources to include: <ol style="list-style-type: none"> i. Communication and Conflict Basics ii. Diversity iii. Fun and Fellowship iv. Inclusion v. Information

Policy Manual Amendment - 23.01

<ul style="list-style-type: none">ix. Newcomersx. Sponsorshipxi. Public Information and Professional Outreach <p>e. Workshop</p> <p>3. OA Foot Steps Committee Guidelines are created and maintained by the committee, approved by the board, and documented separately on the OA Foot Steps website.</p> <p>4. Each committee will appoint a Committee Chair.</p> <p>5. The committee chair may serve for up to two terms of two years.</p> <p>6. Should a vacancy occur within a committee, the Board will be notified, and the committee will appoint a new chair to complete the term.</p> <p>7. OA Foot Steps Committees shall:</p> <ul style="list-style-type: none">a. File a report to the Board of activities ten (10) days prior to each business meeting.b. Maintain comprehensive files detailing committee activities using OA Foot Steps approved resources and technologies.c. Upon completion of term of office or resignation, information transfer shall be coordinated by the OA Foot Steps Secretary in consultation with the outgoing OA Foot Steps committee chair.d. May submit digital resources about the committee's work to the OA Foot Steps Digital Committee for publication.e. Submit a proposed annual budget to the Treasurer at least 30 days prior to the last quarterly business meeting of the preceding fiscal year (the 3rd Sunday of October). <p>8. The Committee Chair will review work of sub-committees and appoint chairs or program heads, as needed.</p>	<ul style="list-style-type: none">vi. Languagesvii. Literature Servicesviii. Milestonesix. Newcomersx. Sponsorshipxi. Public Information and Professional Outreach <p>e. Workshop</p> <p>3. OA Foot Steps Committee Guidelines are created and maintained by the committee, approved by the board, and documented separately on the OA Foot Steps website.</p> <p>4. Each committee will appoint a Committee Chair.</p> <p>5. The committee chair may serve for up to two terms of two years.</p> <p>6. Should a vacancy occur within a committee, the Board will be notified, and the committee will appoint a new chair to complete the term.</p> <p>7. OA Foot Steps Committees shall:</p> <ul style="list-style-type: none">a. File a report to the Board of activities ten (10) days prior to each business meeting.b. Maintain comprehensive files detailing committee activities using OA Foot Steps approved resources and technologies.c. Upon completion of term of office or resignation, information transfer shall be coordinated by the OA Foot Steps Secretary in consultation with the outgoing OA Foot Steps committee chair.d. May submit digital resources about the committee's work to the OA Foot Steps Digital Committee for publication.e. Submit a proposed annual budget to the Treasurer at least 30 days prior to the last quarterly business meeting of the preceding fiscal year (the 3rd Sunday of October). <p>8. The Committee Chair will review work</p>
---	--

Policy Manual Amendment - 23.01

	<p>of sub-committees and appoint chairs or program heads, as needed.</p> <p><u>Section 2 - General Committee Duties</u></p> <ol style="list-style-type: none"><u>1. OA Foot Steps Committee Guidelines are created and maintained by the committee, approved by the board, and documented separately on the OA Foot Steps website.</u><u>2. Each Committee shall maintain comprehensive files detailing committee activities using OA Foot Steps approved resources and technologies.</u> <p><u>Section 3 - Committee Chair Duties</u></p> <ol style="list-style-type: none"><u>1. Committee Chairs are responsible for</u><ol style="list-style-type: none"><u>a. Coordinating the activities of their Committee.</u><u>b. Chairing Committee meetings.</u><u>c. Reporting Committee Activities to OA Foot Steps Intergroup Meetings and The OA Foot Steps Board as follows:</u><ol style="list-style-type: none"><u>i. File a brief report to the Intergroup of activities ten (10) days prior to each business meeting with the exception of the Annual Business meeting.</u><u>ii. File an annual report of all activities to the Intergroup ten (10) days prior to the Annual Business meeting.</u><u>d. May submit digital resources about the committee's work (such as flyers, event registrations, etc.) to the OA Foot Steps Digital Committee for publication.</u><u>e. Submit a proposed annual budget to the Treasurer at least 30 days prior to the meeting</u>
--	--

Policy Manual Amendment - 23.01

	<p><u>where the budget will be approved.</u></p> <p>f. <u>Review the work of sub-committees and appoint chairs or program heads, as needed.</u></p>
--	---

SUBMITTED BY:

Bylaws Committee
bylaws@oafootsteps.com

INTENT: To clean up and separate the duties of the Committee as a whole and the Committee Chair

COST: NONE

RATIONALE: The members of the Committee need to be aware of what duties are assigned to them and which fall under the purview of the Committee Chair.