

Q: What are the job descriptions of the MWI officers and delegates?

Chairperson - Prepares agenda and presides over monthly business meetings; keeps discussion on track; signs checks in lieu of Treasurer; casts deciding vote in case of tie; appoints committee chairs, and interim board members and delegates.

ViceChair - In the absence of the Chair, performs all the chair's duties; serves to greet and orient new Intergroup Reps.

Treasurer - Keeps a ledger of all income and expenditures of the Intergroup; pays the bills (rent, telephone, printing, etc.); makes monthly report of finances at Intergroup meeting; sends contributions on behalf of MetroWest member groups to World Service and Region 6.

Corresponding Secretary - Maintains mailing list of all member groups and OA service bodies for correspondence; prepares and sends proceedings of MWI meetings to member groups.

Recording Secretary - Records minutes of each Intergroup meeting; distributes minutes to all Intergroup members and officers.

Region 6 Delegates (or Alternates) - Attend Semi-annual Region 6 Assemblies; represent our Intergroup's views through committee work and voting in committees; report actions of the Assembly back to Intergroup.

World Service Business Conference Delegates - Attend yearly World Service Business Conference to represent our Intergroup; serve on committees; vote and report back to Intergroup.

Note: Please refer to the By-Laws of MWI for qualifications and abstinence requirements for the above positions, each person being the sole judge of his/her abstinence.

MWI held its first meeting in Fall 1985. For more on MWI's history see our web site:
www.MetroWestOA.org

Metro West Intergroup meetings are held:

- 3rd Tuesday of each month,
- 7:00 to 8:30 PM sharp,
- Newton-Wellesley Hospital,
Allen Riddle building, Room 100

ALL ARE WELCOME!

Newton-Wellesley Hospital is on Route 16 (Washington Street) in Newton, just inside/East of its intersection with Route 128/I95, exit 21.

The Allen Riddle Building is the small, two-story brick building to the left of the entrance to the parking lot (the entrance behind the main Hospital entrance and at the traffic light).

The hospital is also reachable by the MBTA; take the Green Line to Grove Street Station and walk west one traffic light.



MetroWest Intergroup
P.O. Box 600
Needham Hts. MA 02494
508-875-0001
www.MetroWestOA.org



Tradition 9 reminds us that OA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve. MetroWest Intergroup (MWI) is one of those service boards. This brochure was created to help members understand what MWI does and to encourage member meetings to do service by participating in MWI.

Frequently Asked Questions about MetroWest Intergroup (MWI)

Q: What is the Purpose of MetroWest Intergroup?

1. To further the OA program in accordance with the Twelve Steps, the Twelve Traditions and the Twelve Concepts of OA.
2. To maintain communication among the OA groups within the Metro West Intergroup.
3. To provide a way for the member groups to select Delegates and Alternates to OA Region 6 Assemblies and the World Service Business Conference.
4. To work for OA as a whole within the Intergroup through committees created as needed.
5. To educate the public about the hope available through the OA program for recovery from compulsive eating.

Q: What does MWI do?

1. Publish and distribute meeting lists.
2. Receive 7th tradition contributions from MWI OA groups, of which 10% is sent to support Region 6 and 30% the World Service Office.
3. Maintain a 24 hour telephone answering service (508-875-0001).
4. Publish the quarterly newsletter, *The Trusted Servant*.
5. Maintain a web site with the meeting list, upcoming events, and links to other OA sites (www.MetroWestOA.org).
6. Send a summary of each MWI meeting to each group.
7. Sponsor workshops, share-a-thons, and an annual retreat.
8. Provide assistance to new groups who request it.
9. Facilitate a group inventory or provide format suggestions, if requested.
10. Represent MWI and its OA member groups at Region 6 Assemblies and the World Service Business Conference.

Q: What does MWI NOT do?

A: MWI does not set rules for groups. According to Tradition 4, "Each group should be autonomous except in matters affecting OA as a whole."

Q: What happens at an MWI meeting?

A: Meetings open at 7:00 P.M with the Serenity Prayer, followed by a reading of the Steps, Traditions and the Concept of the month. The minutes of the previous meeting are reviewed. The Treasurer gives a report on the prior month's income and expenses and resulting balances. The Meeting of the Month* is selected from suggestions and comments of those present. The rest of the meeting is used to report on new information from Region 6 and/or World Service, address unfinished business, discuss new topics for the agenda, and for committee work.

Standing committees include:

- * 12th Step Within
- * Public Information
- * Events
- * MWI Business

*Those present at the Intergroup meeting select one of the MWI member meetings to visit during the month, both to support groups and to provide them information about MWI's services.

Q: How can I participate in MWI Meetings?

A: By becoming an Intergroup Representative (IR) or Alternate Intergroup Representative (AR) one becomes a voting member. However, any OA member is welcome to attend and to volunteer for a variety of service opportunities.

Q: Who is qualified to be an IR?

A: Each meeting decides the qualifications for its IR. Typically, 3-6 months of continuous abstinence and a commitment to attend the meetings are suggested.

Q: How do I become an IR?

A: Each meeting establishes its procedure for choosing an IR. Groups might hold elections or simply use the volunteer method.

Q: How long is the term for an IR? How many terms may the same person serve?

A: Each member group determines both the length of term and number of terms an IR may serve; however, 6 to 12 month terms are common.

Q: What are my duties as an IR?

1. Attend monthly MWI meetings, vote on motions, serve on Intergroup committees, and when possible help organize OA events.
2. Bring back to his/her group announcements on upcoming events, updated meeting lists and copies of *The Trusted Servant*, the latter two both published quarterly.

Q: How do I give an Intergroup report to my group? How often?

A: With the printed MWI agenda, the IR can take notes and report to his/her group on a monthly basis. A synopsis of each meeting is also mailed to each IR, who leaves it on the meeting's literature table. The approved monthly minutes are posted on the MWI website.

Q: How big is MetroWest Intergroup?

A: As of November 2004, MWI had 33 member groups.

Q: How is the Intergroup meeting different from a regular OA meeting?

A: An Intergroup meeting deals exclusively with services provided to individual meetings and with MWI business.

Q: Who can vote at an MWI Meeting?

A: The duly elected or chosen Intergroup Representative or Alternate from each OA group belonging to MWI; Intergroup Board members, except the Chairperson who votes only in the case of a tie vote.

Q: Who can put an item on the MWI agenda and how is this done?

A: Any OA member may submit an item for the MWI agenda by calling or writing the MWI Chairperson. The mailing address for MWI is:

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