We need YOU in service! Stand for a position at the Oahu Intergroup November 11 business meeting and serve on the Standing Committee for Panel 77!

You are strongly encouraged to read the entire Structures and Guidelines document prior to standing for a position at the November 2026 OIG Business Meeting

The following is extrapolated from the full approved OIG Structures and Guidelines found here:

https://www.oahuaa.org/proposed-structure-guidelines/

2. Officers of OIG

2.1 Steering Committee Definition
The officers of the OIG are hereafter known as the Steering Committee.

2.2 Steering Committee Members
The Steering Committee members are:

A. Chair
B. Vice Chair
C. Treasurer
D. Secretary
E. Volunteer Coordinator
F. Central Office Manager

2.3 Voting Authority
Each member of the Steering Committee shall be entitled to one vote in the meetings of OIG According to the OIG By-Laws, “Steering Committee” shall mean Steering Committee/Board of Directors, “Chair” shall mean Chair/President, and “Vice-Chair” shall mean Vice-Chair/Vice President for corporation purposes.

2.4 Meeting Attendance
Steering Committee members shall attend all OIG Business and Steering Committee meetings. A Steering Committee member who is unable to attend should notify the chair. Their absence will be recorded in the minutes of the meeting.

2.5 Vacancy Definition
A Steering Committee position is considered vacated when an officer:

A. Resigns from the position.
B. Dies or becomes permanently incapacitated.
C. Has been absent for two (2) consecutive OIG Business meetings and/or Steering Committee meetings without notifying the chair.
D. Has their sobriety interrupted during their term of office.

2.6 Vacancy Filling Procedure

If a Steering Committee position other than the chair is vacated, the Steering Committee as a whole shall appoint a temporary replacement to serve until a Third Legacy election can be held. A Third Legacy election to fill the vacancy permanently shall take place at the earliest OIG Business meeting at which proper notice has been given to all groups in accordance with Section 8.1. In the event the chair position is vacated, the vice chair shall assume the office of chair in accordance with the OIG By-Laws (Article III.B); see Section 2.9.B.

2.7 Steering Committee Responsibilities

All Steering Committee members are responsible to:

A. Ensure Oahu Central Office runs ethically, is mission driven, and is fiscally responsible to the fellowship it serves.

B. Secure resources by recruiting volunteers and assist with the hosting of effective activities such as Founders' Day Celebrations, workshops, and other such events for the Oahu A.A. community and groups.

The elected officers of the Steering Committee are additionally responsible to:

C. Ensure the direct oversight of the Central Office Manager, including hiring, termination, and facilitating regular performance evaluations, the completion of which will be noted in the minutes without review details in compliance with State law. They must always remain accountable to the OIG Body in the completion of such actions.

D. Ensure the Central Office Manager acts in an ethical and legal manner with all volunteers.

2.8 Chair's Duties

A. Read and adhere to the chair's duties outlined in the OIG By-Laws and amended job description, approved April 17, 2016.

B. Serve as the Executive Officer of the OIG

C. Conduct all Steering Committee and OIG Business meetings.

D. Present an agenda for each Steering Committee meeting 7 calendar days prior to convening except in the event of emergency meetings as established by the chair.

E. Present an agenda and ensure distribution of said agenda for the OIG Business meeting 7 calendar days prior to such meetings. While the agenda is the prerogative of the OIG chair in terms of scheduling of business items, the opportunity for the body to present new business must always be part of the agenda, even if not fully discussed at the time of introduction because of time constraints.

F. Serve as a voting member of Hawaii Area 17, when invited. If unable to participate in Area assemblies and committee meetings, the chair will designate a representative for the OIG to participate in Hawaii Area 17.

G. Appoint the members of ad-hoc committees in conjunction with other Steering Committee members.

H. Act as a signatory on bank accounts along with the treasurer.

I. When the treasurer is not available to approve disbursements over $500, act in their capacity as chair to approve or deny the expenditure; see Section 2.10.K. This is especially important in the case of literature ordering.

2.9 Vice Chair's Duties

A. Read and adhere to the vice chair's duties outlined in the OIG By-Laws and amended job description, approved April 17, 2016.

B. Perform the chair's duties in their absence. In the event the chair fails to fulfill the elected term of office, the vice chair shall assume the office of chair (By-Laws, Article III.B).

C. Chair the OIG Activity Committees.

D. Facilitate and set the meeting agenda for the Activity Committees for planning and executing upcoming activities.

E. Prepare and present written Activity reports including planning and event recap for both the Steering Committee and OIG Business meetings as needed when activities are being planned or executed.

F. Appoint a volunteer to chair each OIG activity in conjunction with the full Steering Committee input.

a. Ensure activities are conducted within the approved budget for each event or activity.

b. Ensure the individual activity chairs submit proposed budgets, list of event/activity committee members and their responsibilities. Prepare a final written report of each event or activity upon completion.

G. Serve, when requested by the chair, as chair or a member of an ad-hoc committee.

2.10 Treasurer's Duties

A. Read and adhere to the treasurer's duties outlined in the OIG By-Laws and amended job description, approved April 17, 2016.

B. Monitor all funds of OIG maintain adequate financial records, and furnish monthly reports to both the Steering Committee and the OIG Business meetings at least 7 calendar days before such scheduled meetings. Produce further financial reports with documentation of accuracy upon request of the Steering Committee or the OIG Body in special circumstances.

C. Maintain current bank signature cards. The treasurer, the Central Office Manager and the chair's signatures are required on the bank signature cards for distribution of funds in line with their assigned duties.

D. Serve as a signatory on funds disbursed by check, for purposes determined by the current approved budget, when appropriate and necessary.

E. Maintain control over any electronic disbursement of funds, both recurring and singular, when payments online are conducted in lieu of checks. While such disbursement may be initiated by the Central Office Manager or chair, it must always be with documented approval of the treasurer.

F. Review and verify contribution records prepared by the Central Office Manager. Make or oversee deposit of approved contributions into the OIG operations account in a timely manner within a week of receipt barring banking holidays and emergencies.

G. Oversee a second bank account for the Prudent Reserve as specified by the approved budget. Authorization from either the chair or the treasurer is required to transfer funds from this account.

H. Serve as the chairperson of the Finance Committee which exists to create and set an annual budget approved by the Steering Committee prior to submission and approval by the OIG Body.

I. Serve as treasurer for all activities and events as a member of the Activity Committees.

J. Ensure payroll, payroll taxes, and annual taxes including the 941 and 990 are filed and paid in a timely manner and in accordance with State and Federal laws.

K. Respond to all requests for disbursements over $500, especially in the case of literature orders, within 24 hours. In the event the treasurer is not available, this duty falls on the chair.

2.11 Secretary's Duties

A. Read and adhere to the secretary's duties outlined in OIG By-Laws and amended job description, approved April 17, 2016.

B. Record the minutes of all Steering Committee and OIG Business meetings and maintain them in good order.

C. Collect and organize for printing the full packet of reports, records, and minutes deemed necessary for both Steering Committee and OIG Business meetings at least 2 days prior to such meetings for timely printing and distribution at such meetings.

D. Distribute the minutes no later than ten (10) days after each OIG Business meeting to voting members.

E. Work with the webmaster, or tech committee, to ensure that meeting minutes are posted to the website in a timely manner and available to all members.

F. Keep a roster of Oahu's A.A. groups. The roster should include current OIG participant information: full name, mailing address, email, phone, and entity they represent.

G. Register all voting members at OIG Business meetings and determine a quorum for voting (50% + 1 of voting members present).
H. Notify the OIG Business meeting members of upcoming meetings and events at least a week prior.
I. When a vote is taken, determine whether a motion is accepted or defeated by simple majority or substantial unanimity as required by each type of vote.

2.12 Volunteer Coordinator's Duties

A. Read and adhere to the volunteer coordinator's duties outlined in OIG By-Laws and amended job descriptions as of the latest approved; October 12, 2016.
B. Coordinate the recruitment, orientation, and training of new Oahu Central Office and after-hour Phone Angel volunteers.
C. Create the volunteer calendar schedule in line with the Central Office business hours and Phone Angel requirements. Schedule and conduct volunteer meetings as needed.

2.13 Oahu Central Office Manager's Duties

A. The Central Office Manager (COM), though not an officer, shall be a voting member of the Steering Committee.
B. The COM will run the day-to-day operations of the Oahu Central Office in an administrative capacity. The COM administers and coordinates A.A. services on behalf of the fellowship but does not perform 12 Step work in their capacity as a paid employee. Direct 12 Step work remains the responsibility of A.A. volunteers.
C. Assist the chair and the secretary in publishing an agenda before each Steering Committee and OIG Business meeting.
D. Assist the volunteer coordinator in overseeing office volunteers and phone angels.
E. Act on items within the manager's scope of duties as a paid special worker, and not as Twelfth Step Service, at the request of the Steering Committee.
F. Attend Finance Committee meetings in a non-voting advisory capacity if invited, assisting the treasurer in providing financial records and reporting as needed.
G. Assist in arranging meeting places for all Steering Committee and OIG Business meetings as directed by the chair.
H. In conjunction with and at the direction of the treasurer, receive and log 7th Tradition contributions from A.A. groups and members. Assist in maintaining records of all monies received and distributed in the accounting system at the direction and participation of the treasurer in accordance with business practices. Always ensure the treasurer's access to the accounting records.
I. In conjunction with and at the direction of the treasurer, assist in the preparation of all financial documentation for review and release. Requests for disbursements of $500 or more shall be submitted immediately for approval in advance to the treasurer in writing, email or text, prior to any disbursement.
J. Communicate necessary changes and updates to the OIG website to the webmaster or tech servants and associated committee should such exist. If necessary, assist in such changes and website maintenance in lieu of other positions.