

# Oahu Intergroup of HI Inc.

## Panel 73 Orientation

**Declaration of Unity** - This we owe to A.A.'s future: To place our common welfare first; to keep our fellowship united. For on A.A. unity depend our lives and the lives of those to come.

### What is Intergroup?

1. It is an A.A. Service office that involves partnership among groups in a community.
2. Its purpose is to carry out functions common to all groups that are best handled by a centralized office.
3. It exists to aid groups in their common purpose: to carry the A.A. message to the alcoholic who still suffers.

### Our Purpose is to:

1. Coordinate A.A. activities
2. Further the A.A. program
3. Maintain a Central Office

### Oahu Intergroup Preamble

1. Spirit of the A.A. Tradition
2. Operating funds + Ample reserve
3. Democratic in thought & action
4. Serves Groups on the island of Oahu

### About Intergroups

1. Helpful in populated areas
2. 700 Intergroup offices around the world
3. Network of service outlets
4. A.A. contacts to help carry the A.A. message

### How does Oahu Intergroup carry out these services?

1. We host our own website, and list our Help line with Hawaiian Tel com, Aloha United Way 211 and Google Business. This allows us to receive inquiries from those seeking help. Then we can refer these folks to a 12-stepper or a temporary sponsor. We now have a tech committee to support digital services.
2. **Office Facilities:** Our Oahu Central Office is a centralized location where we coordinate services. This is the hub for our service work. A.A. volunteers answer the phones 24/7 to coordinate 12-step calls, and provide literature, transportation, translation, Help Chat and Roaming Meetings for those in need. It is conveniently located within 2 blocks of every major bus line with ample validated parking, and prior to COVID-19 within walking distance of 24 physical meetings.
3. **Meeting Lists & Literature:** For the convenience of our groups, we provide

Conference approved and Grapevine literature for sale. Prior to COVID-19 we published an updated printable meeting list monthly. The OIG website meeting list is updated weekly based on the information provided by the groups we serve. We also utilize the Meeting Guide App which updates nightly. To support the health and safety of our Fellowship we now provide Curbside Recovery Literature where volunteers will bring your literature order directly to your car.

4. **Information Exchange:** We serve as a clearinghouse for the circulation and exchange of information on group events and activities
5. **Local committee work:** We collaborate with Hawaii Area 17 posting their events on our website, conducting a warm hand off to the Committee Chairs for those seeking information from the Public Information, Cooperation with the Professional, Cooperation with the Elders, Corrections, and Treatment Committees. We have a DUI program providing speakers for the Judiciary, State of Hawaii First Circuit of District Court Drivers Education classes every six weeks or so.
6. **Local Events:** We host events to support unity, fellowship and recovery while generating additional income. This year we plan to host workshops on the third Saturday of each month, and continue with quarterly Town Halls. Johnna P our Vice Chair has several wonderful ideas to generate interest and support. Please be sure to spread the word and help out where you can.
7. **A.A. Bulletin or Newsletter:** Oahu Intergroup of Hawaii publishes a quarterly newsletter, to share information about what's happening within our fellowship on Oahu. OIG Newsletters are included in the OIG Business Meeting Report email and back issues are published on the OIG Website Oahu Intergroup Info tab - off of the drop-down menu OIG Newsletter.
8. **Accessibilities:** We have made numerous strides in this area over the last couple of years. Prior to COVID-19 we began posting ADA compliance to the website, as well as photos of where your groups meet. We have a Roaming Meeting Committee which takes meetings to folks who are physically unable to attend a meeting on their own. We have a list of individuals who are willing to transport to specific meetings to support the next suffering alcoholic and in June we began Help Chat. The purpose of Help Chat is to open the doors of Alcoholics Anonymous to alcoholics who are still suffering by reducing barriers of communication and enabling a visitor to chat immediately with an A.A. member directly from the OIG Website.

**With your input** we will continue to adapt to this ever-changing landscape to continue to help the next suffering alcoholic

### **Why do we meet?**

To provide services to our groups, Oahu Intergroup and Oahu Central Office require groups' support and participation. To achieve AA Unity, we must work together.

## **How often do we meet?**

We meet on the 2nd Wednesday of each month (January - November; no meeting in December)

## **Who can attend?**

Any member of Alcoholics Anonymous

## **Who can vote?**

1. Intergroup Representatives, better known as IGR's
2. District Committee Members, better known as DCM's
3. Area 17 Delegate and Chair
4. OIG Steering Committee
5. OIG Web Master

## **OIG Steering Committee**

1. Chair
2. Vice Chair | Activities Chair
3. Treasurer
4. Secretary
5. Volunteer Coordinator
6. Oahu Central Office Manager
  - a. Steering Committee members shall attend all OIG Business Meetings and Steering Committee meetings.
  - b. All Steering Committee members are responsible to:
    1. Ensure Oahu Central Office runs ethically, is mission-driven, and is fiscally responsible to the fellowship it serves.
    2. Ensure the direct oversight of the Central Office Manager to include hiring, facilitating regular performance evaluations, and firing, if necessary.
    3. Ensure the Oahu Central Office Manager acts in an ethical and legal manner with all volunteers, adhering to general labor laws.
    4. Secure resources by recruiting volunteers and assist with the hosting of effective activities.

## **Oahu Intergroup Chair**

1. Serves as the Executive Officer of the Oahu Intergroup of Hawaii Inc.
2. Conducts OIG Meetings.
3. Publishes an Agenda for each OIG Meeting.
4. Serves as a voting member of Area 17.
5. Appoints members of ad-hoc committees.

### **Oahu Intergroup Vice Chair**

1. Chairs & facilitates the monthly Activities Committee.
2. Provides an activities report.
3. Recruits and supports volunteers in service at OIG events, ensuring they are fiscally responsible.
4. Serves as a member of ad-hoc committees.
5. Performs the duties of the Oahu Intergroup of Hawaii Chair in their absence.

### **Oahu Intergroup Treasurer**

1. Chairs & facilitates the OIG finance Committee (Treasurer, Office Manager, Chair, & two members from the fellowship).
2. Oversees OIG finances, and provides monthly reports.
3. Serves as Treasurer for OIG Activities.
4. Ensures we are compliant with State and Federal tax laws.
5. Performs the duties of other Steering Committee members in their absence.

### **Oahu Intergroup Secretary**

1. Records and distributes minutes from OIG meetings.
2. Keeps a roster of Oahu's A.A. groups.
3. Determines a quorum for voting, and determines if a motion is accepted or defeated.
4. Notifies OIG members of upcoming events.
5. Performs the duties of other Steering Committee members in their absence.

### **Oahu Intergroup Volunteer Coordinator**

1. Recruits, orients and trains volunteers.
2. Assists with keeping the volunteer calendar up to date.
3. Chairs & facilitates the monthly volunteer meeting.
4. Provides a report on volunteer activities.
5. Performs the duties of other Steering Committee members in their absence.

### **Oahu Central Office Manager**

1. Manages the day-to-day operations of Oahu Central Office.
2. Assists the Steering Committee with their duties as needed.
3. Has a role in conducting actions voted in by the OIG.
4. Serves as a member of the finance committee.
5. Performs the duties of other Steering Committee members in their absence.

### **An Intergroup Representative**

1. Serves as the liaison between their group, Oahu Intergroup and its Central Office.
2. Is the point of contact for their group.
3. Keeps their group fully informed about relevant topics within Oahu Intergroup and the fellowship at large.

4. Stays abreast of--and votes--their group's conscience, based on an informed decision.
5. Keeps the Traditions of Alcoholics Anonymous.

**As an IGR**, you can do a number of things to serve your group and Alcoholics Anonymous

1. Attend the monthly Oahu Intergroup Business Meetings. You are the primary liaison between your group and Oahu Intergroup and its Central Office.
2. Keep your group's records current. Make sure that your Homegroup's information is correct on the website at [oahucentraloffice.com](http://oahucentraloffice.com). Confirm the Central Office has the name, address, phone and email of your group's primary contact and group treasurer. In addition, we ask that your group primary contact or IGR notify the Oahu Central Office regarding any changes to your meeting.
3. Keep your Homegroup informed. Take notes at the Oahu Intergroup Business Meeting and provide a written report for your Homegroup. Arrange in advance to have a few minutes during the Homegroup's Business Meeting to provide an objective report of what occurred at the last Oahu Intergroup Business Meeting. The goal is to obtain your group's *informed* group conscience on the various issues, and to represent them when voting at Intergroup. Afterwards, you will relay that information back to your meeting.
4. Familiarize yourselves with the Bylaws and the OIG Structures & Guidelines for Oahu Intergroup. The Bylaws are a legal document and OIG is bound by them.
5. Sign up volunteers. Recruit members of your group for service on Oahu Intergroup committees or as an Oahu Central Office volunteer or Phone Angel.
6. Help keep Alcoholics Anonymous solvent. Without support from the groups, the OIG and Central Office will cease to exist.
7. Remember: Together, we are responsible for keeping the 12 Traditions.

**IGR's Report Back tips**

Things to make note of to share with your group:

1. OIG Chair's Report:
  - a. Important updates for the Fellowship
2. Vice Chair's Report:
  - a. Upcoming events
  - b. How can your group participate?
3. OIG Treasurer's Report:
  - a. Are we in the black?
  - b. Are we in alignment with the current budget?
  - c. How can your group support OIG?
4. Secretary's Report:
  - a. Is your group's information correct?
  - b. Do we have 2 contacts for your group?

5. Volunteer Coordinator's Report:
  - a. What service positions are available? Make announcements in meetings asking members to get into service.
6. OIG Manager's Report:
  - a. What's happening at Central Office?
7. Tech Committee's Report:
  - a. What's happening with tech?
8. Area 17 Report:
  - a. What's coming up in Area 17?

Some groups groan when an IGR or GSR prepares to give their report, however, you can make an announcement during A.A. related announcements about events. And one or two topics of discussion really help to keep a group engaged and informed.

### **Informed Group Conscience**

“The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through sharing of full information, individual point of view, and the practice of A.A. principles. To be fully informed requires a willingness to listen to minority opinions with an open mind.

On sensitive issues, the group works slowly – discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a “yes” or “no” count – precisely because it is the spiritual expression of the group conscience. The term “informed group conscience” implies that pertinent information has been studied and all views have been heard before the group votes.”

**\*\*We want to make sure that we always establish an Informed Group Conscious:**

### **Finances**

1. We only accept funds from individual A.A. members or A.A. groups.
2. Our fiscal year starts January 1st & ends December 31st.
3. Our prudent reserve is \$24,500 (roughly 4 months of operating expenses).
4. Taxes are filed by the Oahu Central Office Manager with the OIG Treasurer's oversight.

### **Communication**

1. Anyone from the OIG Body may present an issue under new business at the Chair's discretion.
2. Any member of our Fellowship may submit a request in writing.
3. The OIG Steering Committee will discuss and, if necessary, request additional information.
4. It will then be included on an upcoming Agenda.

## **Guidelines for discussion at OIG meetings**

1. Raise your virtual hand, and speak in turn when called upon.
2. Each participant may speak for two (2) minutes.
3. If time allows, you may be given an opportunity to address the body a second time.
4. We discuss only one motion or topic at a time.

## **Our Responsibility**

I am responsible... when anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that I am responsible.

**Mahalo for your time, service and consideration.**