

## ASDI Service Opportunities

**Note: You don't have to come to Intergroup or be a member of Intergroup to work on a committee or do service. If you want to chair a committee or hold office, however, you really should come to Intergroup to see what it's all about. Committee chairs give reports at intergroup meetings. Board members are the office holders of intergroup and have specific jobs like Chair, Vice Chair, Recording Secretary, Communications Secretary and Treasurer. There are also service opportunities that don't require going to committee meetings or coming to intergroup. Those are things like taking a turn answering the OA phone line, editing podcasts, being a sponsor, or having your name on an Outreach Directory. There are so many ways to give service and service does help keep you in the program and in recovery. Do you have someone you sponsor who might be ready to give some service? Encourage him or her to get their feet wet.**

Service Opportunity	What do they do?	Time Commitment	Contact Person	What's in it for me and/or my fellows?
<b>COMMITTEES</b>				
<b>12<sup>th</sup> Step Within</b>	<b>This is the committee that plans all the marathons and workshops. We like to have at least one event a month and it is good to vary the locations from one side of town to the other.</b>	<b>Depending on how involved you want to be. You could chair an event or work on one.</b>	<b>Mollie</b>  <b>12StepWithin @oaphoenix.org</b>	<b>This is a great way to ensure that all parts of our program are being talked about and solutions are showcased.</b>
<b>By-laws</b>	<b>These are the people that keep track of our by-laws and policy manual. They make sure it all makes sense, agrees with WSO and Region and is in the best interest of OA as a whole. If we need to update things, we can do it here and it will be voted on at intergroup, after polling the fellowship.</b>	<b>Meets once per month for about an hour and a half.</b>	<b>Sheila</b>  <b>Bylaws @oaphoenix.org</b>	<b>If you have some business acumen, if you know how policies and procedures work to help the group, this is your niche.</b>

<p><b>Communication and Technology (Comm/Tech)</b></p>	<p>Let your inner geek out to play. The internet is our friend. We have all kinds of ways in which to expand the presence of OA and ASDI. This committee will be exploring that.</p>	<p>Committee meetings and special projects</p>	<p>CommTech @oaphoenix.org</p>	<p>Are you tech savvy? You can help the intergroup and your fellows. It would be nice to have some non-judgmental advice from someone on the same journey</p>
<p><b>Finance</b></p>	<p>The budget must be prepared each year and this committee assists the treasurer in doing that, helps look over the finances, oversees fund raisers and assists us in being fiscally responsible.</p>	<p>Committee meetings and special projects</p>	<p>Pat H.  Finance @oaphoenix.org</p>	<p>Do you have a feel for numbers, financial health, fiscal responsibility? Are you good at long range planning? Then this is the place for you. Help us stay financially healthy.</p>
<p><b>Literature</b></p>	<p>All of the literature you see at the OA office is maintained by the Literature person. All new publications magically appear and all gaps are immediately filled. We seem never to run out of the conference approved literature we need.</p>	<p>Done by a committee of one.</p>	<p>Marian</p>	<p>Marian, the current literature person does a magnificent job. If you know of any OA literature you would like her to keep in stock, contact her.</p>

<p><b>Newsletter</b> Now part of Comm/Tech</p>	<p>The ASDI Newsletter that you see each month is published by one person and is actually not a committee. But you can participate.</p>	<p>Ongoing as you choose.</p> <p>We are currently looking for someone to take over this position.</p>	<p><b>Emily</b></p> <p>Newsletter <a href="mailto:Newsletter@oaphoenix.org">@oaphoenix.org</a></p>	<p>Do you write about your program? Do you have some journaling you're willing to share that would help others? Then submit it to the Newsletter for publication.</p>
<p><b>Office</b></p>	<p>Our ASDI home is managed by the Office Committee. They give out cleaning assignments, ensure all supplies are there, arrange for maintenance and oversee the health of the facility.</p>	<p>Meetings from time to time to touch base and hand out assignments</p>	<p><b>Carol H.</b></p> <p><a href="mailto:Office@oaphoenix.org">Office @oaphoenix.org</a></p>	<p>Are you good at the everyday tasks of keeping things running smoothly? Then this is a great place for you.</p>
<p><b>Outreach</b></p>	<p>The Outreach committee touches base with all existing ASDI registered meetings to ask if they have needs and to help them meet those needs.</p>	<p>As much or as little as you like.</p>	<p>Outreach <a href="mailto:Outreach@oaphoenix.org">@oaphoenix.org</a></p>	<p>What a great way to get to know people in other parts of the valley or in far flung areas! And what a great way to share OA programs, what works and what others can do to help their home meetings flourish.</p>

<p><b>PI/PO</b></p>	<p><b>This stands for Public Information/Professional Outreach. Through this committee we reach out to doctors, nutritionists, nurses, eating disorder facilities, etc. We also arrange for booths at health fairs and other professional meetings.</b></p>	<p><b>Again, as much or as little as you like.</b></p>	<p><b>Gunnar</b></p> <p><b>PIPO</b> <b>@oaphoenix.org</b></p>	<p><b>This is one of the ways we share our program with others who may not know about us. Would you have wanted to know there was hope before you came to OA? Help this committee to carry the message.</b></p>
<p><b>Retreats</b></p>	<p><b>They arrange weekend and one day retreats and mini-retreats that are held a few times a year. They are our largest single source of revenue and also a huge source of recovery and sharing of the message.</b></p>	<p><b>You can be on the committee or you can work at one of the retreats.</b></p>	<p><b>Retreat</b> <b>@oaphoenix.org</b></p>	<p><b>What a great way to involve yourself with people who are serving the fellowship All kinds of skills are sought. If you have skills to offer, contact Deb!</b></p>
<p><b>Webmaster part of Comm/Tech</b></p>	<p><b>We have a fantastic website that can be reached at oaphoenix.org. This is put together and maintained by our webmaster. You can find links, important information, and highlights there. Check it out.</b></p>	<p><b>We are currently looking for someone to train to do this job.</b></p>	<p><b>Deb</b></p> <p><b>Website</b> <b>@0aphoenix.org</b></p>	<p><b>If you have any interest in learning how to navigate a website, contact Greg. He is willing to train any person with a yen to get tech savvy.</b></p>

**OUTREACH**

<b>Answer the OA phones</b>	<b>Volunteer to answer the OA phone. Transfer the phone to your own phone and offer information to callers. They will want to know locations of meetings or general information about OA, and our newcomers meetings.</b>	<b>One or more days a month</b>	<b>Christina  phoneline @oaphoenix.org</b>	<b>Calls come when you seem to need them most. People need answers and we have more than we realize.</b>
<b>Edit podcasts</b>	<b>Prepare recordings from retreats for the OA website. They will teach you how.</b>	<b>As much time as you can give</b>	<b>Rosie</b>	<b>While performing this service you get to hear all the speakers from our local retreats.</b>
<b>Update bylaws</b>	<b>We sometimes have changes to our bylaws on which we vote at our ASDI meetings. The person doing this would ensure those changes were made to our official documents we keep on line.</b>	<b>It varies and it would take a computer and internet access.</b>	<b>Sheila  Bylaws @oaphoenix.org</b>	<b>You will learn about our bylaws and would be able to assist ASDI in all of their business activities.</b>
<b>Outreach visits</b>	<b>From time to time we are requested to visit a still-suffering fellow who is hospitalized or otherwise incapacitated.</b>	<b>Time varies. Follow-up is sometimes required.</b>	<b>Tori  Chair @oaphoenix.org</b>	<b>You would be sharing your program which is the primary charge we have – carrying the message.</b>
<b>Pick up the mail from the Post Office</b>	<b>We have a post office box that is our official address. It is in the 7<sup>th</sup> St. and Hatcher post office</b>	<b>Pick it up once a week</b>	<b>Tori  Chair@oaphoeni x.org</b>	<b>It will get you to the OA office once a week and keep you involved.</b>

<b>Speak about OA</b>	<b>There are, at times, groups that request information or a speaker to tell their group about OA and sometimes we are requested to do media interviews.</b>	<b>Intermittent. The time commitment for each event could vary.</b>	<b>Tori</b>  <b>Chair</b> <b>@oaphoenix.org</b>	<b>Another excellent way to carry the message and be a program of attraction.</b>
<b>Service Directory maintenance and update</b>	<b>The directory you are holding in your hand or looking at on the computer (yes, this one) doesn't update itself! Volunteer to be part of this. Gather information, maintain updates, etc.</b>	<b>Once this is fully developed it will only take a small amount of time to update.</b>	<b><a href="mailto:ViceChair@oaphoenix.org">ViceChair@oaphoenix.org</a></b>	<b>You can help carry the message about all the service positions available. There may be some you never thought of.</b>
<b>Meeting List Maintenance</b>	<b>On the front side of the Outreach Directory is the meeting list. There we list all meetings being held within our intergroup, the contacts and specific things read at the meeting</b>	<b>Every 3-6 months contact the meetings and confirm their existence</b>	<b>Bobbi</b>  <b><a href="mailto:Meetinglist@oaphoenix.org">Meetinglist@oaphoenix.org</a></b>	<b>This is a crucial part of keeping everyone informed about meetings, helping newcomers and reaching out.</b>
<b>Outreach Directory</b>	<b>Add your name to the list of people willing to take calls and emails (and texts). The list is distributed on the back of the meeting list but only within the fellowship.</b>	<b>As much or as little time as you are willing to give.</b>	<b>Bobbi</b>  <b><a href="mailto:Meetinglist@oaphoenix.org">Meetinglist@oaphoenix.org</a></b>	<b>You would be amazed at the calls that come just when you, yourself need them the most. It is a great way to give service.</b>

**SERVICE**

<b>Sponsor</b>	<b>You can sponsor others up to the level of your own progress. If you and your sponsor think you are ready then identify yourself as a sponsor.</b>	<b>Can be a large commitment. It all depends on how you do it.</b>	<b>Bobbi maintains the Outreach list. Put your name on it.</b>	<b>We can't keep it if we don't give it away. Sponsoring reinforces what we have learned and helps others</b>
<b>Lead a meeting</b>	<b>There are opportunities to be a speaker at formal speaker meetings or just to be the format reader for one meeting or on a monthly rotation.</b>	<b>One meeting at a time</b>	<b>There is a Speaker list in the newsletter and meeting secretaries are always looking for leaders.</b>	<b>My sponsors often told me never to say no. It is a great way to grow in the program, When asked, say yes</b>
<b>Open up the meeting</b>	<b>Be committed to a specific meeting. Offer to be the person who opens the door, sets up the chairs, gets out the literature, turns on the lights, puts out the books, etc.</b>	<b>Attending a specific meeting regularly</b>	<b>The business meeting of that particular meeting</b>	<b>This is a great way to always ensure you get to at least one meeting a week. You will be an integral part of the meeting milieu.</b>
<b>Meeting treasurer</b>	<b>Keep track of the money, pay rent, send money to ASDI</b>	<b>Regular meeting attendance</b>	<b>Business meeting – volunteer</b>	<b>If you are good with money and are responsible - help</b>
<b>Intergroup Rep</b>	<b>Be the Intergroup Rep for your meeting. Attend once a month and report back</b>	<b>Two hours for IG/5 minutes report back</b>	<b>Your meeting</b>	<b>Let your fellows know what is happening at IG</b>
<b>Pick up the Printing</b>	<b>Go to the printer in Scottsdale and pick up the IG printing before the meeting each month</b>	<b>About an hour a month</b>	<b>Tori</b>	<b>Scottsdale Printing 3930 N. Miller Rd. Scottsdale</b>

**HOLD AN OFFICE**

<b>IG Chair</b>	<b>These positions comprise the Board of ASDI. The responsibilities are described in the bylaws. All are expected to attend both board meetings and ASDI meetings and have various duties and responsibilities.</b>	<b>Time commitments vary depending on the job but all require at least 6-8 hours per month</b>	<b>Tori Chair@oaphoenix.org</b>	<b>There is a great deal of responsibility placed on you if you hold one of these positions but they are also an amazing opportunity for growth.</b>
<b>IG Vice Chair</b>			<b>ViceChair@Oaphoenix.org</b>	
<b>IG Treasurer</b>			<b>Teri Treasurer @oaphoenix.org</b>	
<b>IG Recording Secretary</b>			<b>Lisa RecSec @oaphoenix.org</b>	
<b>IG Communications Secretary</b>			<b>CommSec @oaphoenix.org</b>	
<b>Rep/Delegate Alternate Rep/Delegate</b>	<b>The Rep/delegates attend Region III assemblies two times per year and the World Service Business Conference once per year The ASDI chair is always eligible to attend and one to four others, depending on funding and the budget. They are invited to Board meetings but are not required to attend and do not have a vote on the board but do at ASDI</b>	<b>Service is sometimes performed on a rotating basis, depending on budgetary constraints. Almost all service is out of state and can be for a weekend or five days (WSBC)</b>	<b>Tori Repdelegate @oaphoenix.org</b>	<b>This is an amazing opportunity to see the workings of OA as a whole and how we get our literature, website, reach consensus on issues and further our mission.</b>



**ASDI BOARD CONTACT INFORMATION**

<b>Position</b>	<b>Name</b>	<b>Phone Number</b>	<b>Email address</b>
<b>Chair</b>	<b>Tori</b>		<a href="mailto:Chair@oaphoenix.org">Chair@oaphoenix.org</a>
<b>Vice Chair</b>	<b>Marie</b>		<a href="mailto:ViceChair@oaphoenix.org">ViceChair@oaphoenix.org</a>
<b>Treasurer</b>	<b>Teri</b>		<a href="mailto:Treasurer@oaphoenix.org">Treasurer@oaphoenix.org</a>
<b>Recording Secretary</b>	<b>Lisa</b>		<a href="mailto:RecSec@oaphoenix.org">RecSec@oaphoenix.org</a>
<b>Communications Secretary And eCares</b>			<a href="mailto:CommsSec@oaphoenix.org">CommsSec@oaphoenix.org</a> <a href="mailto:eCares@oaphoenix.org">eCares@oaphoenix.org</a>
<b>Regional Rep/Delegate</b>	<b>Tori</b>		<a href="mailto:Repdelegate@oaphoenix.org">Repdelegate@oaphoenix.org</a>
<b>Regional Rep/Delegate</b>	<b>Stacy Alyse</b>		<a href="mailto:Repdelegate@oaphoenix.org">Repdelegate@oaphoenix.org</a>
<b>Regional Rep/Delegate</b>	<b>Harlan</b>		<a href="mailto:Repdelegate@oaphoenix.org">Repdelegate@oaphoenix.org</a>
<b>Alternate RR/Delegate</b>	<b>Rosie</b>		<a href="mailto:Repdelegate@oaphoenix.org">Repdelegate@oaphoenix.org</a>