

A DAY IN THE LIFE OF THE REGION 5 CHAIR

(based on several chairs' experience, strength and hope)

Refer to Region 5 Bylaws, Article VI, pages B-4 & B-5 for qualifications and page B-6 for the Executive Board role. Refer to Region 5 Policies & Procedures, Section II, pages C-9 through C-11 for specific requirements and duties of the Chair.

PLEASE REMEMBER AS YOU PRAYERFULLY CONSIDER RUNNING FOR THIS POSITION

You are not alone! Your Higher Power and the OA Fellowship are available and willing to help you. You have amazing experience, strength and hope to share with this Fellowship. HP will equip you for the role that you are called to do. Just remember that you do not need to know how to be the Region 5 Chair before completing your application to run for Region 5 Chair. You just need the willingness to learn and do the best that you can with the talents and gifts you have been given. **You can do it!**

As Region 5 Chair, you will serve Region 5 by carrying out the Chair's duties outlined in our P&P Manual, but you also serve on a very active **Region Chairs Committee** (RCC) which includes all 10 Region Chairs from around the world. The RCC meets 2 or 3 times a year: at the World Service Business Conference (WSBC), at the World Service Convention with the Board of Trustees (BOT) which is currently held every 4 years, and at a Fall Region Assembly. Each Chair chooses one of the committees to work on that is developed in conjunction with the BOT OA Strategic (Action) Plan. Previously, the RCC worked on and developed and presented the Forum at WSBC. The RCC is also the communication liaison between the World Service Office and the Trustees to the local Fellowship. Tasks assigned through this Committee continue throughout the year. Time commitment on these committee tasks will vary. A benefit for a new Region Chair is an experienced mentor from this committee!

EMAIL

It's a given that the Region Chair must be adept at email! It's how all of the correspondence from World Service Office, the Board of Trustees (BOT), the other Region Chairs, and much of the Region 5 business is handled. Plan an average of 30 minutes a day. This will increase as you get closer to Assembly or an RCC meeting.

SOFTWARE

Access to a personal computer (laptop, tablet, etc.) and printer is a must for this service position. Most of the work done by the RCC and by the R5 Chair uses MS WORD, some EXCEL and POWERPOINT. The Region Chairs also use DROPBOX, Sharepoint and the Region 5 Zoom account to meet routinely by conference call. The R5 Board uses Zoom for conference calls between formal meetings.

The Region Chairs also use WhatsApp to communicate greetings and share recovery. There is a group called Current Region Chairs which includes only the currently serving Region Chairs and may be used to ask questions and give updates, but most important information is disseminated through emails.

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TELEPHONE

The Region Chair will need to respond to phone calls and texts and communicate with other Board members and members of the Fellowship. Access to a phone with voice mail is a necessity. I use a smartphone with access to email/DROPBOX, messaging, etc.

TRAVEL WITHIN REGION 5:

- March/April AND October/November - 2 Assemblies annually – generally Friday through Sunday (arriving by Noon Friday and leaving early afternoon on Sunday) – travel time will vary based on where you live – **TOTAL 6 days**
- Fall - Region Convention – Thursday or Friday through Sunday (arriving *no later than* Noon Friday and leaving mid-afternoon Sunday) – travel time will vary based on where you live – **TOTAL 3-4 days**
- Service, Traditions & Concepts, Strong Meetings/Abstinence/Sponsorship Workshops – as requested by an Intergroup – could involve an overnight stay depending on location and travel from where you live
- Intergroup visits, speaking engagements *upon request* (retreats, other workshops), etc. – could involve an overnight stay depending on location and travel from where you live

TRAVEL OUTSIDE REGION 5:

- April/May – WSBC, Albuquerque, NM – arriving no later than Noon Monday and leaving the following Sunday – travel time will vary based on where you live (allow a full day on each end for travel) – **TOTAL 7 days**
- August/September – the Region Chairs meet with the Board of Trustees at the site of the World Service Convention. You will most likely need to arrive no later than Monday night for a meeting with the BOT on Tuesday morning and leaving the following Sunday – travel time will vary based on where you live (allow a full day on each end for travel) – **TOTAL 7 days**
- Fall – the Region Chairs attend another Region's Assembly – location will vary, travel time will vary based on the length of each Region's Assembly – a good assumption would be arriving no later than Thursday afternoon and leaving the following Sunday (again, it depends on the location of the Assembly) – **TOTAL 4 days minimum**

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PREPARATION TIME

For Assembly – 20-30 hours 2 times a year

Register for the Assembly. Write the Chair's Report and send to the Secretary for packet B. The business session scripts are updated prior to each Assembly and sent to the Parliamentarian for review; the Chair reviews these edits and finalizes the scripts and provides them to the Secretary. Committee assignments are reviewed and adjusted as necessary. The draft Agenda prepared by the Secretary is reviewed. Board meeting agendas for Friday afternoon and Sunday morning are prepared. Special handouts or other materials are prepared and copied for Friday evening activities if needed.

For Convention – 10-15 hours 1 time a year

Preparation may include coordination with the Treasurer, preparing the welcome & any remarks for the Friday evening opening and Saturday banquet, attending Convention Committee meetings (if requested), responding to emails and phone calls, Board review of Convention registration flyers and program. Register for the Convention.

For Region Chair Committee meetings, including WSBC – 10-20 hours or more 3 times year

Review of advance materials, writing Region update reports to the Board of Trustees (3 times a year) in cooperation with the Region Trustee, completing assigned Strategic Plan tasks, updating DROPBOX with RCC & Region 5 information. This depends on what position you hold on the RCC. I currently service as the Vice Chair of the RCC and am responsible for updating files on Dropbox for the Calendar and Chair Arrival schedules for WSBC and the World Service Convention and RCC3. Register for WSBC and the Region Assemblies. Plan the Region 5 dinner at WSBC (options include eating in the hotel restaurant, eating at outside restaurant, just gather for fellowship, etc.). The amount of time allowed for this gathering is determined by the WSBC agenda, but this usually happens on Wednesday night of WSBC.

For Monthly Board Conference Calls – about 1 ½ hours each month including the conference call

Prepare the agenda for the conference call. Chair the call. Follow up and complete any action items after the calls.

EVENT TIME

At Assembly – 48 hours 2 times a year

From the moment you arrive, you are busy with Region activity. The Chair conducts the Friday afternoon Board meeting, leads the Friday evening activities, attends the IG share on Friday, chairs the Saturday and Sunday business sessions, attends the Saturday evening OA meeting, updates the Sunday Board meeting agenda, conducts the Sunday Board meeting, responds to phone calls/questions, other miscellaneous activities. Depending on your travel time it may be

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easier for you to bring your food for dinner on Friday and eat between the board meeting and the beginning of the evening activities.

At the Region 5 Convention – 25 hours 1 time a year

The Chair and the Treasurer handle all walk-in registrations at Convention on Friday afternoon/evening and Saturday morning. They also handle all cash/checks over the weekend. You may be asked/allowed to open the convention with a welcome and remarks on Friday evening and at the banquet on Saturday. The Chair also provides assistance and responds to all questions, issues, etc.; the Chair, Vice Chair, Secretary, Treasurer, and Trustee represent the Region 5 Board at the Convention and may be asked to address Tradition issues or concerns.

At Region Chair Committee Meetings—We are meeting virtually for now, every other month for 2 hours on a Saturday afternoon.

POST-EVENT TIME

After Assembly – varies 2 times a year

Create the TO DO list and begin work on the items, update any documents. Submit all receipts to the Treasurer.

After Convention – varies 1 time a year

Create the TO DO list and begin work on the items, assist Treasurer as needed with deposits and final Convention reports. Submit all receipts to the Treasurer.

After Region Chair Committee Meetings – varies 2-3 times a year

Create the TO DO list and begin work on the items and other miscellaneous tasks. Submit all receipts to the Treasurer.

ALWAYS REMEMBER AND NEVER FORGET:

You have a Region Board, past Region 5 Officers and fellow Region Chairs ready to assist you. The “wheel” does not have to be reinvented. There is an RCC Manual; many workshops are available on OA.ORG and in the RCC DROPBOX. The Assembly scripts already exist, and the Parliamentarian reviews and edits these. There are historical files available for you to review in the Region 5 DROPBOX if you want more information and guidance.

You are not alone. You are part of a great team!