

# General Service Board of EDA Roles and Responsibilities

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# General Service Board of EDA Roles and Responsibilities

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## Chair

### **Responsibilities:**

Supervise all operations of the General Service Board, coordinate effort among members and committees, and preside at GSB meetings.

### **Goals:**

In cooperation with other Board members, set goals for the General Service Board that reflect long-term interests of EDA as a whole.

Communicate above goals.

Set up GSB meeting times and locations.

Make sure GSB members know about them via phone or email.

Make sure each GSB member understands what is expected and has the requisite resources and support to do it.

Follow up with each GSB member at least once a month.

Create an agenda for each GSB meeting.

# General Service Board of EDA Roles and Responsibilities

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## Chair-Elect

### **Responsibilities:**

Serve as Chair when Chair cannot serve. Oversee publication of EDA materials online and in print.

### **Goals:**

Make sure Chair has resources and support to perform expected duties.

Oversee publication and distribution of EDA documents and brochures online and in print.

Fill in where needed.

# General Service Board of EDA Roles and Responsibilities

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## Secretary

### **Responsibilities:**

Maintain GSB corporate minutes book.

Record minutes at all meetings.

Disseminate minutes to the EDA Membership and Board email lists.

File all requisite legal and/or tax documents in a timely manner.

### **Goals:**

Take minutes at meetings of the Board and disseminate to EDA members and the Board.

Understand how to use EDA and GSB email group lists.

File copy of annual meeting minutes with the AZ Corporation Commission every February.

Work with Treasurer and other GSB members to determine what other documents need to be produced and when.

# General Service Board of EDA Roles and Responsibilities

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## Treasurer

### **Responsibilities:**

Sign for EDA's checking account.

Collect and deposit all EDA monies.

Reimburse expenses (with Board authorization).

Prepare and issue quarterly financial statements.

Work with the Secretary and others to insure requisite legal and financial documents are filed with the appropriate agencies in a timely manner.

### **Goals:**

Record EDA income, expenses and disbursements in QuickBooks.

Generate quarterly financial statements.

Understand what tax documents need to be filed and when.

# General Service Board of EDA Roles and Responsibilities

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## Member(s) At Large

### **Responsibilities:**

Bring experience, strength and conscience to bear on issues before the General Service Board.

Fill in where needed.

### **Goals:**

Attend General Service Board Meetings.

Look for opportunities to be of service.

# General Service Board of EDA Roles and Responsibilities

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## Membership Services

### **Responsibilities:**

Work with Website Administrator to maintain EDA email lists online.

Work with Website Administrator to update “EDA News” web site page at least monthly.

Fill publication orders, keeping records of incoming orders and outgoing shipments.

### **Goals:**

Work with the Website Administrator to understand how to maintain email lists.

Work with Website Administrator on process for updating “EDA News” web page.

Work out a process for receiving, filling, and tracking publication orders.

## Meeting Support Services

### **Responsibilities:**

- 1) Work with Website Administrator to update online information about EDA meetings.
- 2) Establish and maintain contact with each group's General Service Representative.
- 3) Follow up and provide support to Meeting Starter Kit recipients.

### **Goals:**

Alert the Website Administrator and Membership Coordinator when startup packets are shipped; the packet recipient should be added to one of the EDA email lists.

Create a process for following up with meeting starter packet recipients.

Create a process for contacting each EDA group's GSR on a regular basis.

# General Service Board of EDA Roles and Responsibilities

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## Public Information

### **Responsibility:**

Disseminate information about EDA and EDA meetings to the public.

### **Goals:**

Register EDA web sites with internet search engines.

Help EDA members get EDA meetings with local newspapers.

Work with Professional Contact Coordinators to develop set(s) of informational materials on EDA for distribution online, in person and via regular mail.

Contact professional journals and web organizations with information about EDA.

Try to interest people in writing articles about EDA for publication in newspapers, magazines, professional journals, etc.

Individually, maintain a list of what was done and when.

## Professional Contact Coordination

### **Responsibility:**

Disseminate information about EDA and EDA meetings to professionals, treatment centers, educational institutions and correctional facilities.

### **Goals:**

Work with Public Information Coordinators to develop set(s) of informational materials on EDA for distribution online, in person and via regular mail.

Phone and follow up with hospitals, eating disorder treatment facilities, therapists, nutritionists and other professionals.

Work with the Website Administrator to maintain email lists of professionals and institutions interested in receiving EDA information.

Individually, maintain a contact list: who was contacted, when, and the final disposition of the contact.

## Fundraising

### **Responsibility:**

To think up, propose and coordinate effort on novel ways to fund General Service Board activities, remembering that EDA is self-supporting through its own contributions without accepting outside donations.

### **Goals:**

Review relevant AA guidelines on fundraising.

Develop a plan to raise funds to support

- 1) Publication of EDA materials
- 2) EDA presence at relevant conferences/symposiums
- 3) Dues for EDReferral.com and other similar listings/memberships
- 4) Other helpful activity

# General Service Board of EDA Roles and Responsibilities

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## Hotline Administration

### **Responsibility:**

To establish national and local EDA hotlines and insure rotation of hotline duties among EDA members, making sure EDA members with hotline responsibility know how to handle typical calls.

(We are not professional counselors and hotline people are not there to provide phone support; they are to direct people to meetings, help people get connected with the meeting coordinator if they want to start a meeting, to a public information coordinator if they want literature, etc.)

### **Goals:**

Investigate establishing 1-800 and local EDA hotlines: what will they cost?

Is anyone willing to donate an answering machine?

Is anyone willing to have their personal /professional phone number on a hotline answering machine?

# General Service Board of EDA Roles and Responsibilities

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## Email Response Administration

### **Responsibilities:**

To insure the monthly rotation of GSB email response duties.

To train GSB email respondents in the handling of typical email.

To monitor GSB email responses to insure proper routing of requests for meeting startup packets to the Meetings Coordinator, requests for information by professionals to the appropriate Professional Contact Coordinator, etc.

(GSB has a policy of responding to email within 24 hours.)

### **Goals:**

Understand the five basic type of Email requests:

- 1) Someone looking for a support group for themselves
- 2) Someone looking to start a meeting
- 3) Someone looking for help for a loved one
- 4) Professionals looking for information
- 5) Someone looking for something we don't provide, i.e. online counseling, etc.

Line up new GSB email respondents and make sure they understand and have samples of the above.

Work with the Website Administrator to make sure the changes to email respondent get tested.

Follow up with the email respondent each month to make sure they are confident about what to do.

Help email respondents get backup coverage during periods of unavailability that exceed 36 hours.

## Website Administration

### Responsibilities:

Maintain existing EDA web site (i.e. post new literature and meetings).

Administer web accounts (i.e. email lists, web site development, etc.).

Coordinate web site development efforts.

### Goals:

Maintain online “EDA Meetings” web page and email lists.

Update “EDA News” web page when Chair, Chair-Elect, and Membership Coordinator cannot.

Help other GSB members understand how to use and maintain email lists.

## New Literature Development

### Responsibilities:

Create committee(s) to develop and submit EDA literature for review and endorsement by the Board or by a general service conference of EDA representatives.

Create and maintain a recommended reading list of non-EDA publications.

Ensure the current set of EDA publications are listed and available online through the EDA web site.

### Goals:

Form committees to work on new brochure development projects

Support EDA members in assembling “Our Stories” about recovery from an eating disorder – what it was like, what happened, what it is like now – for publication as (an) article(s) and eventual books.

Work with Public Information Coordinators and Professional Contact Coordinators to understand their literature needs.

Work with Website Administrator and Chair-Elect to understand process for adding new literature to web site.

Work with Website Administrator, Chair-Elect and Membership Coordinator to understand process for announcing new literature.

# General Service Board of EDA Roles and Responsibilities

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## Newsletter

### **Responsibilities:**

Generate a regular newsletter for distribution to all EDA email group lists, optionally containing such sections as announcements, quote of the week, slogan of the week, prayer of the week, joke of the week.

Send newsletter to an editor on the General Service Board's Traditions Committee and incorporate changes before distribution.

### **Goals:**

Coordinate writing on newsletter sections.

Find a backup for times when you are not able to submit a newsletter.

Encourage people to use online publications, discussion area, chat room and meetings.

Encourage people to write their own recovery stories,

Encourage people to visit hospitals and institutions.