



## **STRUCTURE OF MEETINGS**

### **RESPONSIBILITIES OF SERVICE POSITIONS**

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**NOTE:** It is suggested that all service positions require corresponding CEA-HOW abstinence and for volunteers to be actively working the CEA-HOW program of recovery. A commitment of one year is helpful in maintaining stability within the meeting.

## **Secretary**

### **What are the qualifications for serving as a Secretary?**

The Secretary should be actively working the CEA-HOW program and have (suggested) at least **90 days of continuous CEA-HOW abstinence**. Additionally, it is recommended that a member have other Group service experience before becoming a Secretary.

### **What are the responsibilities of a Secretary?**

The primary responsibility of the Secretary is to ensure that the meeting runs according to the CEA-HOW guidelines and the 12 Traditions. The Secretary:

1. Is the principal service position for a stated period of time, usually up to one year.
2. Oversees member with service commitments and may substitute for positions as needed. Ensures the periodic rotation of all service positions. Ensures that each such member has a copy of guidelines for their service commitment.
3. Arrives at meeting place early to see that the room is unlocked, chairs and tables are set up. Stays after the meeting to see room is restored to order, cleaned up and secured.
4. Ensures that the Seven Tools are read by someone with 30 days of abstinence.
5. Ensures that everyone has an opportunity to pitch every week if possible.
6. Ensures that people are quiet while others are reading or sharing.
7. Calls for and presides over Steering Committee meeting or a Group Conscience. Group Conscience involving a substantive change affecting the group as a whole is announced at least two weeks before vote is taken and remains for a minimum of three months.
8. Ensures that members adhere to the meeting format and matters voted by Group Conscience.
9. Calls for a Group Conscience whether to continue as Secretary after a slip.
10. Reads list of Secretary's responsibilities before nominations are taken and trains incoming Secretary.
11. Has 2 Big Books, 2 12 & 12's, 5 food plans and 6 newcomer packets as backup for literature person.
12. Is contact person for Group, leaving phone number with the Intergroup Office and World Service Office for reference.

Additionally, the giving of candles or chips at meetings for continuous CEA-HOW abstinence is OPTIONAL (based on Group Conscience). A statement should be made as to length of time that the candle or chip represents.

## **Treasurer**

### **What are the qualifications for serving as a Treasurer?**

The Treasurer should be actively working the CEA-HOW program and have (strongly suggested) at least **90 days of continuous CEA-HOW abstinence**.

### **What are the responsibilities of a Treasurer?**

The primary responsibility of the Treasurer is to work with the meeting's Secretary to ensure that the meeting's finances are in order, and to keep current written records of all financial transactions. The Treasurer:

1. Serves the group for a stated period of time, usually not more than one year.
2. Collects Seventh Tradition donations at each meeting and keeps a running, written tally of each week's donations.
3. Ensures that a prudent reserve is kept according to the needs of that meeting. Prudent reserve is determined by group conscience, typically sufficient funds to ensure one month's expenses.
4. Collects and keeps all receipts from any member who incurs reimbursable expenses. Such reimbursable expenses may include phone lists, beverages or promotional flyers. Such expenses may also include literature expenses. Reimburses such members after obtaining the Secretary's approval for reimbursements.
5. According to group conscience, literature ordering, expense and income may be handled independently by literature person. However, when the group's literature is paid for wholly or partly by Seventh Tradition donations, Treasurer should collect literature expense receipts from literature person and present them to Secretary for reimbursement approval as in paragraph 4, above.
6. Makes reports to the group of financial transactions, at least once per month;
7. With Secretary, review and initials financial records prior to instructing new Treasurer as to responsibilities;
8. Prepares disbursement slips for meeting's contributions to CEA-HOW above prudent reserve as outlined below and ensures that the Secretary signs disbursement slips before sending the funds into the CEA-HOW offices:

a. 50% to Intergroup:

Your Local CEA-HOW  
Intergroup  
(See [www.ceahow.org](http://www.ceahow.org) )

b. 30% to World Service Office:                      CEA-HOW WSO  
3371 Glendale Boulevard, #104  
Los Angeles CA 90039-1825

c. 20% to Area:    You are in Area \_\_\_\_

[See [www.ceahow.org](http://www.ceahow.org), CEA-HOW Bylaws, Article 19, Section 5d, re 50/30/20 split]

All donations to CEA-HOW should be made monthly, even if donations are very small.

Keep in mind that there are many other ways for members to contribute to CEA-HOW, which contributions may be sent to one or all offices:

- Regular contributions (outlined above)
- Birthday contributions – Individuals celebrating their CEA-HOW birthday by giving one dollar for every year in the program. Your Group may be credited for this donation. You may also wish to celebrate your sponsor's birthday by contributing one dollar for each year of your sponsor's CEA-HOW birthday.
- Individual contribution – These may be sent directly to the CEA-HOW office. Your Group may be credited for these donations, if you so request. Check with your Intergroup and with CEA-HOW WSO for current limits on donation amounts.
- In memory of deceased contribution – To express gratitude for a deceased, CEA-HOW member, individual members and Groups can send contributions in the deceased member's name.
- Bequest in wills contribution – Bequests are only accepted from CEA-HOW members, Check with your Intergroup and with CEA-HOW WSO for current limits on donation amounts.
- Special contribution – Money raised at conventions, marathons, workshops and other special events are to be sent by the sponsoring body immediately following the event.

Check/money orders for the CEA-HOW office should be made payable to: CEA-HOW and mailed to the appropriate address. WSO donations may also be made online at [www.ceahow.org](http://www.ceahow.org).

## **Intergroup Representative**

### **What are the qualifications for serving as an Intergroup Representative or IR?**

The Intergroup Representative must have 90 days working the Program, **90 days of continuous CEA-HOW abstinence** and make a one year commitment to attend the monthly Intergroup meetings.

### **What are the responsibilities of an IR?**

The primary responsibility of the IR is to carry information between your Meeting and the Intergroup:

1. Reporting to your Meeting about upcoming activities sponsored by the Intergroup, current meeting issues discussed at the Intergroup meeting and the Intergroup's monthly balance sheet. This oral reporting to your Meeting may be done either once per month or during one or more weeks, depending on whether your Meeting prefers one report or several, shorter reports;
2. Periodically reporting to the Intergroup about the concerns and issues that arise in your Meeting;
3. Purchasing/obtaining current newsletter or meeting list, flyers concerning upcoming activities, literature, and other recover support materials available from the Intergroup Office. You should take ONE flyer for each announced activity and make an appropriate number of photocopies for the meeting, getting reimbursed for your photocopying and any other literature expenses from your Meeting;
4. Giving a copy of the Intergroup meeting Agenda you obtained at the Intergroup meeting to your Meeting's Secretary;
5. Giving a copy of the updated literature order form to the Literature Person for your Meeting; and
6. Participating in Intergroup Committees (although any Member of any Meeting may do so, IRs are especially encouraged to become active in Intergroup Committee work).

### **When and where are the Intergroup meetings?**

Check with your Intergroup Secretary or contact person to determine when and where Intergroup meetings are held.

### **What do I do to prepare for an Intergroup meeting?**

You will need to know your meeting's number to sign in at the Intergroup meeting. This number can be found on the CEAHOW web site meeting list or on your Intergroup meeting list or in the Secretary's notebook.

### **Intergroup Representative (con't)**

You may wish to take notes during the Intergroup meeting, so bring paper and a pen.

Additionally, the Intergroup meetings follow parliamentary procedure as set forth in Robert's Rules of Order. These Rules can be purchased in any bookstore as a paper back for a nominal amount, and will assist you in understanding the proper procedure at the Intergroup meetings.

### **How many Meetings can one person represent in the Intergroup?**

One individual may represent more than one Meeting to the Intergroup. However, each IR gets only one vote on each Intergroup matter brought to a vote. This means that even if a person is the IR for 3 meetings, that IR will only have one vote, not three votes.

### **What is an Intergroup?**

The Intergroup is a level of organization of CEA-HOW that provides support directly to meetings by providing them with literature, information regarding recovery workshops and activities. Each Intergroup consists of a representative from each CEA-HOW Meeting plus an Executive Board.

Each Intergroup is a member of a geographically defined Area and Representatives elected from each Intergroup attend Area Assemblies. Delegates are elected from area Assemblies to attend CEA-HOW's Business conference at which policies for CEA-HOW as a whole are discussed and defined. A General Service Board is then elected from among the Area Delegates.

To more fully understand the responsibilities of each of the Intergroup Executive Board, members and/or understand how the Intergroup is organized, you may wish to read the Intergroup's Bylaws. A copy of the Bylaws is available at the Intergroup Office or can be obtained upon written request, by mail, with a self-addressed, #10 stamped (\$0.55) envelope.

## Literature Person

### What are the qualifications for serving as Literature Person?

The Literature Person must have (suggested) at least **90 days of continuous CEA-HOW abstinence** and be working the program.

### What are the responsibilities of a Literature Person?

The primary responsibilities of a Literature Person are:

1. Arrive at the Meeting early and stay after the Meeting to clean up.
2. No food plans are to be displayed on the Literature table. Newcomers cannot purchase these items; their sponsors will supply them with the food plan.
3. Sponsor books cannot be on the Literature table under any circumstances;
4. Only AA Conference Approved Literature and CEA-HOW Conference approved Literature may be used at Meetings. **Book Study Meetings must use CEA-HOW or AA Conference Approved literature.**
5. The literature table is to be self-supporting. To do this, we suggest adding **a dollar for any book over five dollars.** The dollar takes care of shipping costs and adds additional literature to the table. Pamphlets and books should be marked or tagged. We suggest each Meeting take a Group conscience on this matter.
6. Maintain positive attitude.

It is suggested that literature be purchased from your Intergroup office and/or the CEA-HOW WSO office.

- Starting literature for a meeting: AA Big Book, AA 12 Steps and 12 Traditions, Came to Believe, As Bill Sees It, CEA-HOW Pamphlets.
- Literature Person may request moneys to purchase books from Treasurer. This should be approved by the Secretary. Meeting should not have to take funds from donations (7<sup>th</sup> Tradition) to support literature. If money is needed to purchase more literature, as meeting grows, Treasurer should be notified and Secretary should approve additional funds. Most new meeting service position people share the cost to first literature order purchase, then reimburse themselves as the meeting grows.

Meeting may purchase a cart (one time only), from a discount store, for a reasonable amount of money to use for transporting and/or displaying literatures and supplies, if tables are not supplied by meeting place. Money is to be collected from Treasurer and approved by Secretary. Cart is to be left with meeting when chairperson leaves service.

**IMPORTANT:** checks for purchases from members must be made payable to CEA-HOW. Checks must be sent to the Intergroup Office within two (2) weeks of date written, no matter how small. If for any reason there is a returned check, for any checks deposited by the office, the literature person will be contacted and the Meeting is responsible for those bad funds.

## **Newcomer Chairperson**

### **What are the qualifications for serving as Newcomer Chairperson?**

The Newcomer Chairperson must have (suggested) at least **90 days of continuous CEA-HOW abstinence** and be working the program.

- Call the newcomers from the sign-in sheet at least twice a week to see how they are doing.
- Get a list of people who are willing to work with newcomers.

## **Program Chairperson**

### **What are the qualifications for serving as Program Chairperson?**

The Program Chairperson obtains leaders and speakers for the meeting. Written schedules of the meeting programs are often the best way to avoid slip-ups. Secretary should be notified as to who will be leading each meeting. Program Chairperson must have (suggested) at least **90 days of continuous CEA-HOW abstinence** and be working the program.

- It is necessary that the leader must have a **minimum** of 30 days of continuous CEA-HOW abstinence and have completed a Third Step Ceremony; a speaker has to have a **minimum** of 6 months of continuous CEA-HOW abstinence and have completed all 12 Steps of the CEA-HOW Program of Recovery. (See *Sponsor Guidelines* for explanation of leaders and speakers.) We try to share our recovery. Telephone calls or notes to confirm engagements serve a similar purpose. A word or note of thanks after the Meeting is always appreciated.

## **Beverage Chairperson**

### **What are the qualifications for serving as Beverage Chairperson?**

The Beverage Chairperson is responsible for setting up equipment for coffee, tea or sugar-free drinks. Most meetings have hot water and instant coffee and tea available. Some meetings have coffee makers. Make sure that there are adequate supplies of beverages, coffee cups, etc.

- Should arrive at the meeting early and stay after the meeting to clean up.
- There is no abstinence requirement for this position.

There may be two (2) people for this position, a chairperson and an assistant. An assistant is a person who can be relied on when needed (e.g. when chairperson does not attend a meeting).

**New Meetings May:** Ask participants to bring coffee and tea so there will be a supply accumulated; chairperson may collect funds from Treasurer to buy supplies needed. Expenses should be approved by the Secretary. Group conscience should be taken to see if coffee maker or cart should be purchased for Meeting.

## **Membership Chairperson**

### **What are the qualifications for serving as Membership Chairperson?**

- Collects four (4) sign-in sheets per month (once per week) and compiles into on concise list.
- If a participant is not signed in for two (2) meetings during the month, their name may be removed from the active phone list.
- Each sign-in sheet for that month area independent from previous months. Only participants from current month should remain on the active phone list.
- There is no abstinence requirement for this position.

## **Greeters**

### **What are the qualifications for serving as Greeters?**

- Two (2) people volunteer to welcome participants at the next meeting. Should arrive early and stay until the end of the meeting. At the beginning of each meeting, should remain by the entrance to greet people as they walk in.
- Responsibility is for one month (four [4] meetings) or longer if desired.
- There is no abstinence requirement for this position.
- Maintain a positive attitude.

## **Steering Committee**

### **What are the qualifications for serving on a Steering Committee?**

In many Groups, all regular attending, abstaining members are invited to participate and vote in a monthly Steering committee meeting. Meeting is held before or after the regularly scheduled CEA-HOW meeting.

Example of things discussed:

- Minor changes to meeting formats (i.e. breaks, if coffee/drinks are served);
- Allocation of Group funds;
- Election of officers;

- Other business matters that are concerns of the Meeting and require a Group Conscience.

To safeguard the stability of the Group, abstinence and program requirements for the positions of Secretary, Treasurer, Program Chairperson, and Literature Chairperson positions may be established by a Steering Committee. In this way, the weekly Group meeting does not have excessive time taken up in business matters. Occasionally, matters of major importance may be brought before the entire Group for a vote.

## **Sponsor Workshop Chairperson**

### **What are the qualifications for serving as Sponsor Workshop Chairperson?**

- Sponsor Workshop Chairperson must have at least **6 months of current CEA-HOW abstinence**, have a sponsor, and have completed all 12 Steps of the CEA-HOW Program of Recovery and sponsor on all levels.
- Term is for 6 months. Workshop is held once a month.
- Workshop is to start after a regular meeting and should last about thirty (30) minutes if feasible, if not a Group Conscience can be taken to see how time can be distributed to allow 30 minutes for Sponsor Workshop.
- For every meeting, there will be a different time and week which will be specified on the current phone list.
- **Everyone is welcome to attend these workshops.**
- The workshop discusses what sponsoring is all about, and how to sponsor. It is recommended for new sponsors to attend a workshop prior to sponsoring any newcomers. Workshops focus on the basics, working the program the CEA-HOW way, so that all can be sponsored as it is written in our literature.
- Although everyone is sponsored the same pertaining to the questions, food sponsoring is between sponsor, sponsee, *Forever Abstinent* and the sponsee's health care professional.
- Remember, Step sponsoring is different from food sponsoring. We need to deal with our own disease and not others.



## **Compulsive Eaters Anonymous-HOW World Service Office**

3371 Glendale Boulevard, Suite 104  
Los Angeles CA 90039-1825  
Telephone 323.660.4333

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### **NEW MEETING REGISTRATION / CHANGE FORM**

*FORMA PARA CAMBIOS*

All new meetings are registered via the internet on our website, [www.ceahow.org](http://www.ceahow.org) . From the home page, go to *Meeting Assistance* on the left. Then click on *Apply for Meeting Registration*. Carefully read the requirements to register a CEA-HOW meeting. If you meet the requirements and agree to them, click on the link for *Apply for Meeting Registration*. Fill out the form and click on *Submit for WSO Approval* when finished. If you are unsure of your Intergroup or Area, go to *Intergroups* or *Areas* on the home page to determine your geographically assigned Intergroup and Area.

Fill out the form and click on *Submit for WSO Approval* when finished.

Upon approval by WSO a meeting number will be assigned to your new meeting and it will be listed on the website. A New Meeting Packet will be emailed to you.

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### **UPDATE EXISTING MEETING/ CHANGE FORM**

*FORMA PARA CAMBIOS*

Please help us to keep your meeting information current. We encourage Meeting Secretaries to update meeting information as it changes to keep the site current. This will also ensure WSO has the current contact information necessary to communicate the latest changes and news to the Secretaries of CEA-HOW Meetings and Intergroups.

To update your meeting, email the information, including the meeting number, to [gso@ceahow.org](mailto:gso@ceahow.org) with the changes you would like to see.





**CEA-HOW MEETING FINANCIAL RECORD**

Month of: \_\_\_\_\_

Meeting # \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ City: \_\_\_\_\_

**Balance Forward:** + \_\_\_\_\_

**INCOME**

	Date	Amount
Donations Received:	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

		Donation Total:	+ _____
Literature Sales:	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	

Literature Sales Total: + \_\_\_\_\_

**EXPENSES**

Less:

Rent:		+ _____
Monthly Literature Purchases:		+ _____
Coffee Supplies:		+ _____
Misc Expenses:		+ _____

\* Contributions:

Intergroup	50%	+ _____
World Service Office	30%	+ _____
Area	20%	+ _____

Total Expenses: (2) = \_\_\_\_\_

**Ending Balance-Subtract line 2 from line 1**

\* MAIL WSO CONTRIBUTIONS TO 3371 GLENDALE BOULEVARD, SUITE 104, LOS ANGELES CA 90039-1825

**Approved by:** \_\_\_\_\_ **Secretary:** \_\_\_\_\_ **Treasurer:** \_\_\_\_\_

## WHY FORM AN INTERGROUP?

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Intergroups are formed to maintain the structure and philosophy of the CEA-HOW Fellowship and to enable us to carry the Twelfth Step message to the compulsive eater who is still suffering in ways that individuals or groups cannot. It only takes two or more groups to form an Intergroup. All that is required is a name, a Post Office Box, a telephone and Bylaws.

Here are some ways Intergroups carry the message:

- 1) Establish a telephone answering system to receive inquiries from newcomers.
- 2) Maintain phone book listings in as wide an area as possible to attract the still suffering compulsive eater.
- 3) Respond to mail inquiries and route them to local groups.
- 4) Publish regular newsletters or bulletins to keep groups informed about each other and about upcoming CEA-HOW events.
- 5) Distribute up-to-date directories of all nearby meetings.
- 6) Provide the General Service Office with current changes in your groups, group secretaries and mailing addresses on WSO registration forms (use WSO group numbers).
- 7) Assist newly formed groups in the area.
- 8) Maintain a stock of CEA-HOW literature and A.A. books for sale.
- 9) Sponsor and arrange workshops, marathons and other special events for the member groups.
- 10) Establish a Twelfth Step Committee to visit those suffering from compulsive eating or who need a Twelfth Step call.
- 11) Develop a committee to handle requests from local news media, arrange for radio or TV spot announcements or programs about CEA-HOW and furnish CEA-HOW speakers for outside organizations.
- 12) Arrange with local newspapers to have program-place announcements of meetings in free "Community Calendars."
- 13) Cooperate with other agencies that deal with the community so they know where to direct the compulsive eater who still suffers.
- 14) When the need arises send representatives to Area Assemblies and delegates to the World Service Business Conference.
- 15) When the need arises and the local groups can provide support, a small office may be rented to handle the Intergroup business.

It is important to keep accurate financial records from the very beginning of the intergroup existence. Should the intergroup seek a tax-exempt status from the Internal Revenue Service, complete detailed financial records from the beginning will be required.

The above ideas are not meant to be done at once or in order and are only suggestions. Let the group conscience be your guide as your area's top priority. The suggestions listed are to keep the lines of communication open between the suffering compulsive eater and CEA-HOW as a whole. The best source of reaching out is the availability of "someone" 24 hours a day. Many groups and intergroups make this their goal.

Most important, **KEEP IT SIMPLE.**