



General Service Board Roles and Responsibilities

The purpose of the General Service Board of Eating Disorders Anonymous, Inc. (GSB) is to support the Fellowship of Eating Disorders Anonymous (hereafter “EDA”). GSB officers and members are but trusted servants, charged and empowered to create and maintain services that assist EDA groups in carrying the message of full recovery to individuals with a desire to recover from an eating disorder.

The GSB meets quarterly on 1st Sundays. Everyone is welcome to join. Between meetings of the GSB, the Actions Committee – made up of Officers of the Board (Chair, Vice Chair, Treasurer, Secretary) and Committee Chairs – is empowered to make decisions on behalf of the GSB.

The Actions Committee:

- Defers non-urgent matters to the GSB where possible
- Is accountable to the GSB for all decisions, and reports on all decisions made to the GSB

Officers of the Board

Chair

Role requirements

- Be an active member of EDA, the General Service Board, or an Advisor to the Board for minimum of two years
- Be nominated to the GSB officer role (self-nominations are ok)
- Have accepted the nomination
- Have agreed, in writing, to adhere to GSB bylaws
- Be elected by the GSB, and sworn to office
- Interim officers can be recognized by the GSB at any quarterly meeting

Role expectations

- 2-year commitment
- Supervises all operations of the General Service Board
- Coordinates effort among members and committees
- Presides at GSB meetings
- In cooperation with other Board members, set goals for the General Service Board that reflect the long-term interests of EDA as a whole
- Communicates above goals
- Sets up GSB meeting times and locations
- Makes sure GSB members know about GSB meetings
- Ensures each GSB member understands what is expected and has the requisite resources and support to do it
- Creates agendas for GSB meetings

Time commitment

- Read and respond to email - ~1 hour per week
- Coordinate with people - 0.5 to 2 hours every 2 weeks
- Create agenda and send out - 2 hours once per quarter
- Prepare for quarterly meeting - 1 hour once per quarter
- Facilitate quarterly meeting - 2 hours once per quarter
- Facilitate elections - 4 hours once per year



General Service Board Roles and Responsibilities

Vice-Chair

Role requirements

- Be an active member of EDA, the General Service Board, or an Advisor to the Board for a minimum of two years
- Be nominated to the GSB officer role (self-nominations are ok)
- Have accepted the nomination
- Have agreed, in writing, to adhere to GSB bylaws
- Be elected by the GSB, and sworn to office
- Interim officers can be recognized by the GSB at any quarterly meeting

Role expectations

- 2-year commitment
- Serves as Chair when Chair cannot serve
- Supports the Chair in all capacities as needed and directed by the Chair
- Oversees publication of EDA materials online and in print
- Makes sure Chair has resources and support to perform expected duties

Time commitment

- Read and respond to email - ~1 hour per week
- Coordinate with people - 0.5 to 2 hours every 2 weeks
- Provide support to the Chair - 1 - 2 hours every 2 weeks
- Help facilitate quarterly meeting - 2 hours once per quarter
- Help facilitate elections - 4 hours once per year

Treasurer

Role requirements

- CPA or person with accounting experience and 2 professional references
- Be an active member of EDA, the General Service Board, or an Advisor to the Board for minimum of two years
- Be nominated to the GSB officer role (self-nominations are ok)
- Have accepted the nomination
- Have agreed, in writing, to adhere to GSB bylaws
- Be elected by the GSB, and sworn to office
- Interim officers can be recognized by the GSB at any quarterly meeting

Role expectations

- 2-year commitment
- Manages GSB monies
- Reports quarterly balances to the GSB
- Completes 501 c3 yearly tax documents
- Prepares annual financial statement

Time commitment

- Read and respond to GSB email: ~ 1 hour per week
- Coordinate with people - 0.5 to 2 hours every 2 weeks
- Completing reports and filings - 2 to 5 hours per quarter



General Service Board Roles and Responsibilities

Secretary

Role requirements

- Be an active member of EDA, the General Service Board, or an Advisor to the Board for minimum of two years
- Be nominated to the GSB officer role (self-nominations are ok)
- Have accepted the nomination
- Have agreed, in writing, to adhere to GSB bylaws
- Be elected by the GSB, and sworn to office
- Interim officers can be recognized by the GSB at any quarterly meeting

Role expectations

- 2-year commitment
- Maintains GSB meeting minutes
- Posts and shares GSB meeting minutes with GSRs
- Keeps records in a central, secure, and confidential location
- Works with other GSB members to introduce any new public-facing material or content

Time commitment

- Read and respond to GSB email: ~ 1 hour per week
- Coordinate with people - 0.5 to 2 hours every 2 weeks
- Maintain documents in a secure location - 2 hours or less once per quarter
- Take minutes, write up minutes, and disseminate minutes - 1 day (~ 8 hours) per quarter

Committee Chairs

Membership and Group Supportive Services

Responsibilities

- Follow up with people who contact info@eatingdisordersanonymous.org to help them find support
- Help groups build attendance and strong recovery within the groups
- Follow up with people who are the contacts for existing meetings to see how they are doing

Time Commitment

- Read and respond to GSB email: ~ 1 hour per week
- Coordinate with people - 0.5 to 2 hours every 2 weeks
- Group outreach - 1-3 hours per week (per person on team)

Email Response Coordinator

Responsibilities

- Support email correspondents in following a consistent process (i.e. copying info@ on their replies, indicating their response is their own and not that of EDA as a whole, and signing their email with first name, last initial, and EDA volunteer)
- Ensures all volunteers replying to email have the necessary materials and support
- Coordinates volunteers who reply to emails coming into info@eatingdisordersanonymous.org



General Service Board Roles and Responsibilities

Time Commitment

- Read and respond to GSB email: ~ 1 hour per week
- Coordinate with people - 0.5 to 2 hours every 2 weeks
- Read and respond to EDA emails - 2 to 4 hours per week per team member.

Email correspondents (respond to EDA email using templates to address most concerns): ~ 2 to 4 hours/week

Website Manager

Responsibilities

- Supports webmasters in maintaining the website and following a consistent process (i.e. copying wm@ on their replies, using standard meeting notations in updating listings, using consistent form for timezones, dividing work into face-to-face, Zoom, and chat room meeting maintenance)
- Ensures webmasters have the necessary credentials and support to maintain meeting information
- Addresses atypical requests, i.e. for posting information on the GSB home page and on Literature page
- Works with DNS and website host platform support in the event of security breaches or outages
- In coordination with Treasurer, maintains PayPal buttons
- Coordinates web site development efforts (i.e. new pages)

Time Commitment

- Read and respond to GSB email: ~ 1 hour per week
- Coordinate with people - 0.5 to 2 hours every 2 weeks
- Ensure people have credentials to maintain documents, update webpages - 1 hour per month
- Attend GSB meetings - 2 hours per quarter

Webmasters (maintain meeting listings and credentials for GSB email addresses) ~ 2-3 hours per week

Professional Contact Coordinator

Requirements

- A professional in the field of eating disorders prevention and treatment

Responsibilities

- Maintain a professional contact list and work with the professional community to provide information about EDA.

Time commitment

- Outreach varies by individual and opportunity
- Read and respond to GSB email: ~ 1 hour per quarter

Sponsorship Coordinator

Responsibilities

- Answer emails from people who have questions about sponsorship

Time commitment

- Read and respond to EDA email: ~ 1 hour per week
- Coordinate with people - 0.5 to 2 hours every month
- Attend GSB meetings - 2 hours per quarter



General Service Board Roles and Responsibilities

Literature Chair

Responsibilities

- Works with literature team and volunteer EDA members to draft and propose new literature and audios for GSB review and approval

Time Commitment

- Read and respond to GSB email: ~ 1 hour per week
- Read and work on materials ~ 2 hours per week (per team member)
- Coordinate with people - 0.5 to 2 hours every 2 weeks
- Submit materials to GSB for review - 1 hour per quarter
- Attend GSB meetings - 2 hours per quarter

Literature Team Members (propose, review, and edit materials) ~ 2 hours per week

Meditations Subcommittee of Literature Committee

Responsibilities

- Review and catalog meditations submissions
- Respond to EDA members who submit meditations
- Edit meditations and send to Literature Committee when ready for review
- Organize meditations that may be ready for inclusion in book of meditations

Time Commitment

- Read and respond to GSB email: ~ 1 hour per week
- Read and work on materials ~ 1-2 hours per week
- Coordinate with people - 0.5 to 2 hours every 2 weeks
- Attend GSB meetings - 2 hours per quarter

Meditations Team Members (propose, review, edit materials)

Family List (Correspondent)

- This is an email list (family@eatingdisordersanonymous.org) set up for those who want to take special care with people writing in about family issues/looking for family support.