



## General Service Board Officer Roles and Responsibilities (from the [GSB Bylaws](#))

The purpose of the General Service Board of Eating Disorders Anonymous, Inc. (hereafter “the 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.

### Officers of the Board

#### 1. Roles

##### a. Chair

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

##### b. Vice-Chair

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

##### c. Treasurer

- i. Qualifications: CPA or experience as an accountant, with references
- ii. Manages GSB monies
- iii. Reports quarterly balances to the GSB
- iv. Completes 501 c3 yearly tax documents
- v. Prepares annual financial statement

##### d. Secretary

- i. Maintains GSB meeting minutes
- ii. Posts and shares GSB meeting minutes
- iii. Keeps records in a central, secure, and confidential location
- iv. Works with other GSB members to introduce any new public-facing material or content

##### e. Committee Chairs as approved by the GSB

#### 2. Qualification. A GSB officer must:

- a. Be an active member of EDA, the General Service Board, or an Advisor to the Board for minimum of two years
- b. Be nominated to the GSB officer role
- c. Have accepted the nomination
- d. Have agreed, in writing, to adhere to these bylaws
- e. Be elected by the GSB, and sworn to office

#### 3. Terms

- a. GSB officers shall serve two-year terms, with elections held on alternating years as follows:
  - i. Chair and Treasurer: odd-numbered years
  - ii. Vice-Chair and Secretary: even-numbered years
  - iii. Committee Chairs: as determined by the GSB