

Intergroup Job Descriptions:

CHAIR

Preside over the meetings of the Body of Representatives.

Empowered to call special meetings of the Body of Representatives on seven (7) days written notice to the representatives and alternates.

Authorized to co-sign checks.

Serve on the web site committee.

Create special committees as needed.

May not vote in the Body of Representatives meetings except to break a tie vote.

CO-CHAIR

- To assume the duties of the Chair whenever the Chair is unavailable to serve for any reason.

May vote in the Body of Representatives meetings.

SECRETARY

Record minutes of both the regular and special meetings of the Body of Representatives.

Within 10 days following the business meeting, prepare and report all minutes of the business meetings and give copies to the office manager, newsletter chair, and webmaster.

To give notice of special meetings of Body of Representatives to all Group Representatives and member groups with the help of Intergroup Office Manager.

May vote in the Body of Representatives meetings.

TREASURER

Responsible for all financial affairs of the Intergroup Office. Unusual expenses over \$50.00 must be approved by the Body of Representatives.

Review and balance all expenditures and receipts. Sign checks with co-signature of Chair, Secretary or Intergroup Office Manager. Two signatures are required on all checks and may be any two of the aforementioned persons.

Prepare monthly financial report with the aid of the Intergroup Office Manager. This report is to show all receipts and expenditures of the past month and year to date.

Responsible for overseeing the preparation and signing of all federal and state tax forms. An outside service may be used for the preparation of these forms, subject to the approval of the Body of Representatives.

Prepare an annual budget.

Ensures the Intergroup Office maintains a 3-month prudent reserve.

May vote in the Body of Representatives meetings.

TELEPHONE CHAIR

To be responsible for the 24-hour telephone answering service, assuring that it is always manned.

Maintain and update phone list, instructions and 12-Step contacts.

May vote in the Body of Representatives meetings.

DUTIES OF ALL OFFICERS

- Functions of the officers are as follows:

- To select, hire, and aid the Office Manager.
- To oversee the operations of the Intergroup Office and be responsible for its functioning in the absence of the Office Manager.
- To promote group interest in the Intergroup Office and its activities.
- To supervise and approve all financial transactions of the Intergroup Office.
- To perform an annual performance evaluation of the office manager and recommend a compensation adjustment.- If any officer fails to appear at

two (2) consecutive monthly meetings without being excused, the officer may be replaced as provided in Article VI of the Bylaws.

SERVICE CHAIRS

All Service Chairs shall adhere to AA's 12 Traditions.

There shall be the following Service Chairs:

- **Newsletter** – responsible for creating, printing, collating, and mailing monthly newsletter. Office manager provides assistance with information available only at the office (call counts, group contributions, etc.) and other ways if possible. Newsletter chair is responsible for getting and compiling minutes from Intergroup and District meetings, flyers from groups, and any other information he/she deems pertinent, and presenting it in a manner consistent with AA's 12 Traditions and Intergroup's bylaws, as well as GSO guidelines.
- **Events** – responsible for organizing and executing all Intergroup events – Anniversary/Dinner-Dance, Golf Outing, Softball Outing, and any other events - forming committees, maintaining accurate records of expenses and income, and reporting to the group.
- **District 9 Liaison** –Responsible for attending both District and Intergroup meetings monthly, and reporting the activities and pertinent information of each group to the other.
- **District 90 Liaison**- Responsible for attending both District and Intergroup meetings monthly, and reporting the activities and pertinent information of each group to the other.

The Body of Representatives shall elect the Chairs. It is suggested Chairs should have one (1) year of continuous sobriety and should have stability and a more than average interest in service work. They shall serve for a one (1) year term and can be re-elected for only one additional term of office.

The Service Chairs should attend and provide a report at the monthly business meeting. He/she will have a voice and a vote unless he/she is a representative of a group.

If any Service Chair fails to appear at two (2) consecutive monthly meetings, without being excused, they may be replaced.