

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.

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.