

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.