

**Central Oregon
Intergroup Representative (IGR)
Service Manual**

Alcoholics Anonymous Responsibility Statement

*“I am responsible.
When anyone, anywhere reaches out for help,
I want the hand of AA always to be there,
and for that I am responsible.”*

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Purpose of this Manual

To provide new IGRs some guidance and direction for their duties and responsibilities.

What is Intergroup?

Central Oregon Intergroup, Inc. (Intergroup) is a nonprofit public interest corporation organized for the purpose of providing and encouraging mutual support and cooperation between the Alcoholics Anonymous (A.A.) groups/meetings. Its sole function is to aid the A.A. Groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

The following is a list of Intergroup activities which may provide guidance to an IGR regarding the operations of the intergroup as a whole:

- Act as a forum for information exchange among the Groups
- Create and maintain a Central Office
- Employ personnel and volunteers to run the Central Office and provide a telephone listing.
- Provide an Alcoholics Anonymous listing in the local telephone directory.
- Maintain a “hotline” answering service when the Central Office is closed.
- Publish and distribute meeting schedules.
- Maintain a supply of AA literature (books, pamphlets, and medallions) for sale to groups and individuals.
- Create and publish a monthly newsletter.
- Create and support service committees
 - Hotline and 12 Step volunteer list committee
 - Potluck committee
 - Entertainment committee
 - Newsletter committee
 - Website committee
 - Schedules committee
 - Other committees as may be required from time to time.

What is an IGR?

The IGR links his or her group with the Central Oregon Intergroup. The IGR represents the voice of their group conscience, reporting the groups' wishes to the Central Oregon Intergroup. The IGR also reports information back to his or her Home Group. Typically, a prospective IGR has at least two (2) years of sobriety and serves approximately one (1) to two (2) years. However, each Home Group develops their own service requirements. IGRs are elected or selected according to the processes employed by each group.

Duties and Responsibilities of an IGR

- Attend monthly Intergroup meetings.
- Carry his or her Group's conscience to the Intergroup.
- Report information and issues back to the Home Group.
- Provide updated schedules to the Home Group.
- Provide upcoming Group birthdays to the Newsletter Chair.
- Understand how the Intergroup is financially supported.

Conducting Intergroup Meetings

The Central Oregon Intergroup follows the book “Robert’s Rules of Order” for conducting business meetings. The following is an example of how the Intergroup typically runs:

Opening: Serenity Prayer

Distribute Treasurer and Office Reports

Introductions of members and visitors

Recording Secretary – Minutes and Approval

Treasurer’s Report and Approval

Chairperson Report

- Advisory Board meeting results
- Ongoing and unfinished business

Office Manager Report

Committee Reports

- Al-Anon
- Hotline
- Schedules
- Newsletter
- Entertainment
- Potluck
- Website

IGR Reports

- Each IGR is given the opportunity to address concerns, status, upcoming events, and/or questions

OLD BUSINESS

- Consideration of previously discussed motions or elections

NEW BUSINESS

CLOSING – Responsibility Statement

Intergroup Committee Descriptions

Hotline committee

Recruit and organize volunteers to take calls from someone seeking help. Pass calls on to 12-step volunteers. Provide information to anyone looking for a meeting. Provide an opportunity for members of the Fellowship to serve according to the Third Legacy.

Schedules Committee

Keep track of active meetings, their times and locations. Publish this information at least quarterly. Provide an opportunity for members of the Fellowship to serve according to the Third Legacy.

Newsletter Committee

Collect information of interest to members of A.A. and friends of A.A. (Al-Anon). Publish this information monthly in a format as directed by the IGRs. Provide an opportunity for members of the Fellowship to serve according to the Third Legacy.

Entertainment Committee

Provide quality family entertainment and recreation for friends and family of A.A. and Al-Anon. Show that there is life after alcohol. The committee is open to any and all members of the Fellowship of A.A. and Al-Anon. Provide an opportunity for members of the Fellowship to serve according to the Third Legacy.

Potluck Coordinator

Provide a monthly social gathering where members of A.A. and Al-Anon can ‘break bread together’ and hear speakers tell their stories. The coordinator arranges for groups to host the monthly gathering and provide the speakers. In addition, it provides an opportunity for members of the Fellowship to serve according to the Third Legacy.

Website Coordinator

The website contains calendar, potluck, meeting schedules, links to the newsletter and links to the COIGAA officers. The coordinator position requires experience in managing websites. In addition, it provides an opportunity for members of the Fellowship to serve according to the Third Legacy.