

Intergroup Position Descriptions

Central Oregon Intergroup Chairperson Position Description

Length of Service Position: Two (2) years. To be voted into position to begin service in EVEN years. (Voted into position in November of an odd year-position begins in January.)

Sobriety Requirements: Minimum of two (2) years continuous and current sobriety.

General Requirements:

- Active membership in an AA Group in Central Oregon.
- Shall have previously served as an Advisory Board member, Group Recording Secretary, Group Chairperson, or Group Representative, i.e. GSR/IGR.
- Shall have some prior business experience.

Position Duties:

1. Shall preside over all regular and special Intergroup meetings.
2. Shall provide a business meeting agenda for the monthly Intergroup meeting.
3. Shall be one of the three (3) authorized persons to sign checks, together with the Treasurer and Office Manager.
4. Shall be authorized to call special meetings, provided that an attempt is made to notify all Groups at least seven (7) days in advance of the special meeting.
5. Shall report all actions of the Advisory Board to Intergroup.
6. Shall execute all contracts between Intergroup and outside consultants.
7. Notify any officer of their position being vacated, and up for election, following two consecutive absences without prior notification being made to Intergroup Chair or Recording Secretary.
8. Shall verify with Intergroup Representatives if motions made are Administrative or Urgent, per instance. (Urgent: vote now) or (Administrative: take back to groups)
9. Shall work closely with Treasurer and Office Manager to ensure the accuracy and prompt filing of all IRS and State filings, as required. These filings include but are not limited to; a). Oregon Dept. of Justice Form CT-12 - Due no later than April 30. b). IRS Form 1099 (Office Manager) - Due no later than February 15. c). Oregon Dept. of Corporations Annual Business Name Renewal- Due no later than June 30. d). IRS Form 990ez (Once Gross Receipts exceed \$25,000.00) - Due no later than May 30.
10. Upon vacating the office, shall make copies of all documents created and received during his/her tenure, and present the incoming Chairperson with a complete and orderly file.

Central Oregon Intergroup Vice-Chair Position Description

Length of Service Position: Two (2) years. To be voted into position to begin service in ODD years. (Voted into position in November of an even year-position begins in January.)

Sobriety Requirements: Minimum of two (2) years continuous and current sobriety.

General Requirements:

- Active membership in an AA Group in Central Oregon.
- Shall have previously served as an Advisory Board member, Group Recording Secretary, Group Chairperson, or Group Representative, i.e. GSR/IGR.

Position Duties:

1. Shall assume all duties and responsibilities of the Chairperson at the Intergroup meetings if the Chairperson is absent. (See Chair Position Description)
2. Shall attend all Oregon Area Assemblies to represent the Intergroup, except September Assembly (Voting Session).
3. Shall report Intergroup activities at District 5 meetings and share District 5 information at IGR meetings.

Central Oregon Intergroup Recording Secretary Position Description

Length of Service Position: Two (2) years. To be voted into position to begin service in EVEN years. (Voted into position in November of an odd year-position begins in January.)

Sobriety Requirements: Minimum of two (2) years continuous and current sobriety.

General Requirements:

- Active membership in an AA Group in Central Oregon.
- Shall have previously served as an Advisory Board member, Group Recording Secretary, Group Chairperson, or Group Representative, i.e. GSR/IGR.

Position Duties:

1. Shall be responsible for all documents and filings, with the exception of financial reports, which concern the Corporation.
2. Shall keep complete and accurate records of all Intergroup and Advisory Board meetings.
3. Copies of all minutes are to be distributed; one copy for Recording Secretary's File, one copy to the Intergroup Chairperson, one sent to Central Office for file, and an

electronic copy of the IGR and Advisory Board meeting minutes sent to the Webmaster to be posted on the website prior to the end of the month.

4. Shall maintain a separate record of motions made and actions taken.
5. Shall maintain a list of all current Advisory Board members and other Officers and positions, together with their mailing addresses, telephone numbers and email addresses, which shows the date and duration of their respective terms.
6. Shall make available to the Advisory Board, Members, or any Group Secretary, the complete records of the Intergroup for inspection at a reasonable time and place, but not later than 15 business days after the request is made
7. Upon vacating the position, shall make copies of all documents created and received during his/her tenure and present the incoming Recording Secretary with a complete and orderly file.

Central Oregon Intergroup Treasurer Position Description

Length of Service Position: Two (2) years. To be voted into position to begin service in ODD years. (Voted into position in November of an even year-position begins in January.)

Sobriety Requirements: Minimum of two (2) years continuous and current sobriety.

General Requirements:

- Active membership in an AA Group in Central Oregon.
- Shall have previously served as an Advisory Board member, Group Recording Secretary, Group Chairperson, or Group Representative, i.e. GSR/IGR.
- The Treasurer shall have some prior business and accounting experience.
- No member may serve as Treasurer if convicted of any prior felony for fraud, theft or embezzlement.
- Shall have some familiarity with spreadsheet software.

Position Duties:

1. Shall have charge of all funds belonging to the Intergroup and shall supervise the keeping and deposition of such funds for and on behalf of the Intergroup in a bank or banks to be designated by the Board.
2. Shall be one of the three (3) authorized persons to sign checks, together with the Chairperson and Office Manager.
3. Shall pay all bills not paid by the Office Manager on a timely basis.

4. Shall prepare monthly accounting statements for publication and distribution at monthly IGR and Advisory Board meetings. The Advisory Board shall approve the accounting statement at the monthly meeting.
5. Shall be an ex-officio member of all committees authorized to handle funds.
6. Shall prepare, or shall hire an outside accountant, to prepare any applicable tax forms or other financial reports as required by Law. These filings include but are not limited to: a). Oregon Dept. of Justice Form CT-12 - Due no later than April 30, b). IRS Form 1099 (Office Manager) - Due no later than February 15, c). Oregon Dept. of Corporations Annual Business Name Renewal - Due no later than June 30, d). IRS Form 990ez (Once Gross Receipts exceed \$25,000.00) - Due no later than May 30.
7. Shall maintain all necessary financial records at the central office, pursuant to IRS Pub557, and any State of Oregon Requirements.
8. Shall provide the Chairperson, or any other person designated by the Chairperson, with the complete accounting records of the Intergroup for inspection at a reasonable time and place, but no later than 10 business days after the request is made.
9. Upon vacating the office, shall make copies of all documents created and received during his/her tenure, and present the incoming Treasurer with a complete and orderly file.

Central Oregon Intergroup Advisory Board Position Description

Length of Service: Two (2) years. There are to be four (4) members, 2 to be voted into position to begin service in EVEN years and 2 to be voted into position to begin service in ODD years. (Voted into position in November and begins service in January.)

Sobriety Requirements: At least 6 (six) months of continuous and current sobriety, but a year is recommended.

General Requirements:

- Shall have previously served as a Group Recording Secretary, Group Chairperson, or Group Representative, i.e., GSR / IGR.
- Shall consist of Four (4) members in Central Oregon who are not currently serving on an Intergroup Committee as the Chairperson.

Position Duties:

1. Attend all Board meetings and consult with other members when a decision is to be made.
2. Support the Board, participate in AA functions and help the Board avoid duplication of efforts or unintended consequences.

3. Support the Intergroup by being aware of all matters regarding the day to day operations of Intergroup and help resolve issues that arise.

4. Assist and/or advise the IGRs, helping them stay informed of all business pertinent to their position and supporting them by answering questions when asked to do so.

Intergroup Sub-Committee Descriptions

Hotline Committee Chair

Sobriety Requirements: Minimum of two (2) years continuous and current sobriety.

General Requirements:

- Active membership in an AA Group in Central Oregon.
- Shall have previously served as a Group Recording Secretary, Group Chairperson, or Group Representative, i.e. GSR/IGR.
- Shall perform all duties necessary for position being held or/and obtain committee members to fulfill duties.

Position Duties:

1. Recruit and organize volunteers to take calls from someone seeking help.
2. Pass calls on to 12-step volunteers.
3. Provide information to anyone looking for a meeting.
4. Provide an opportunity for members of the AA Fellowship to serve according to the Third Legacy ("Service").

Schedules Committee Chair

Sobriety Requirements: Minimum of two (2) years continuous and current sobriety.

General Requirements:

- Active membership in an AA Group in Central Oregon.
- Shall have previously served as a Group Recording Secretary, Group Chairperson, or Group Representative, i.e. GSR/IGR.
- Shall perform all duties necessary for position being held or/and obtain committee members to fulfill duties.

Position Duties:

1. Keep track of active meetings, their time, location and contact information.

2. Publish this information at least quarterly in print and provide an email copy to the Webmaster for posting on the Intergroup website.
3. Provide an opportunity for members of the AA Fellowship to serve according to the Third Legacy ("Service").

Newsletter Committee Chair

Sobriety Requirements: Minimum of two (2) years continuous and current sobriety.

General Requirements:

- Active membership in an AA Group in Central Oregon.
- Shall have previously served as a Group Recording Secretary, Group Chairperson, or Group Representative, i.e. GSR/IGR.
- Shall perform all duties necessary for position being held or/and obtain committee members to fulfill duties.

Position Duties:

1. Collect information of interest to members of AA.
2. Publish this information quarterly in a format approved by the IGRs, but Chair will have right of decision.
3. Send copy to Webmaster for posting to the Intergroup website.
4. Provide an opportunity for members of the Fellowship to serve according to the Third Legacy ("Service").

Entertainment Committee Chair

Sobriety Requirements: Minimum of two (2) years continuous and current sobriety.

General Requirements:

- Active membership in an AA Group in Central Oregon.
- Shall have previously served as a Group Recording Secretary, Group Chairperson, or Group Representative, i.e. GSR/IGR.
- Shall perform all duties necessary for position being held or/and obtain committee members to fulfill duties.

Position Duties:

1. Provide quality family entertainment and recreation opportunities for Central Oregon AA Intergroup.

2. Create and manage a committee that is open to all members of the Fellowship of AA for the purpose of providing sober fun activities.
3. Provide opportunities for members of the Fellowship to serve according to the Third Legacy ("Service").

Potluck Committee Chair

Sobriety Requirements: Minimum of two (2) years continuous and current sobriety.

General Requirements:

- Active membership in an AA Group in Central Oregon.
- Shall have previously served as a Group Recording Secretary, Group Chairperson, or Group Representative, i.e. GSR/IGR.
- Shall perform all duties necessary for position being held or/and obtain committee members to fulfill duties.

Position Duties:

1. Chair will arrange for AA groups to host the monthly gathering and provide an AA speaker.
2. Chair will coordinate with the Al-Anon Intergroup Representative to identify Al-Anon speakers for monthly potlucks.
3. Purchase items (food, supplies, etc.) for potlucks and turn in receipts for reimbursement to the Treasurer.
4. Help Intergroup with layout and operations of church/facilities as needed.
5. Provide an opportunity for members of the Fellowship to serve according to the Third Legacy ("Service").

Website Committee Chair

Sobriety Requirements: Minimum of two (2) years continuous and current sobriety.

General Requirements:

- Active membership in an AA Group in Central Oregon.
- Shall have previously served as a Group Recording Secretary, Group Chairperson, or Group Representative, i.e. GSR/IGR.
- Shall perform all duties necessary for position being held or/and obtain committee members to fulfill duties.
- Prior experience managing a website.

Position Duties:

1. Website Chair shall keep the website current and post announcements from other groups, maintain a calendar of Intergroup sponsored events, post meeting schedules, links to the newsletter and information on COIGAA and how to contact its officers.
2. Chair shall provide an opportunity for members of the Fellowship to serve according to the Third Legacy ("Service").

Central Office Manager Job Duties

- Maintain the office, pay bills, submit all tax information to the accountant and keep necessary records of Central Oregon Intergroup. (COIGAA)
- Accountable and responsible for the processing of group contributions, bank deposits and payments, with oversight by the Treasurer, and providing Groups with this information.
- Field incoming calls from outside entities and refer them to the appropriate committee chair(s) or contacts at District 5.
- Answer the AA hotline during office hours and refer to a 12-step call list member.
- Maintain a safe, clean, and friendly office atmosphere.
- Attend the monthly Advisory Board and IGR meetings.
- Help intergroup committees in a variety of tasks.
- Serve as a communication center for participating groups-bulletins to keep groups informed about one another on the website and at the office.
- Maintain inventory of supplies for individuals, AA groups, District 5 and Area 58 including AA books, pamphlets, coins and misc. items for purchase.
- Maintain phone and internet service to have a Hotline available. This also includes AA listings in the local phone books.
- When requested, search and find AA meeting schedules when an AA member is traveling out of town.
- Supervise the Office Assistant and/or volunteers in the Central Office.

Central Office Assistant Job Duties

- Provides information to new AA groups and existing Groups.
- Supplies AA groups, District 5, Area 58 and individuals, with AA books, pamphlets, coins and misc. items for purchase.
- Answers the AA hotline during office hours and refers the alcoholic wanting to get sober to another alcoholic by calling our AA members on the 12-step list and having them contact that person.
- Performs delegated task from office manager.