

## **Intergroup Position Descriptions**

### **Central Oregon Intergroup Chairperson Position Description**

**Length of Service Position:** Two (2) years. To be voted into position in November of ODD years and begin service in January of EVEN years.

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

#### **General Requirements:**

- Active and current 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 leadership experience.

#### **Position Duties:**

1. Will preside over all regular and special Intergroup meetings.
2. Will provide a business meeting agenda for the monthly Intergroup meeting.
3. Will be one of the three (3) authorized persons to sign checks, together with the Treasurer and Office Manager.
4. Will 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. Will report all actions of the Advisory Board to the Intergroup representatives.
6. Will supervise the execution of all contracts between Intergroup and outside vendors.
7. Shall execute the intergroup bylaws and will adhere to the responsibilities as stated in the bylaws.
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 available all documents created and received during his/her tenure, and provide the incoming Chairperson with a complete and orderly file.
11. Will remain available to share their experience, strength and hope with the incoming Chairperson

## **Central Oregon Intergroup Vice-Chair Position Description**

**Length of Service Position:** Two (2) years. To be voted into position in November of EVEN years and begin service in January of ODD years.

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

### **General Requirements:**

- Active and current 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 Oregon Area Assemblies as possible to represent the Intergroup.
3. Shall report Intergroup activities at District 5 meetings and share District 5 information at IGR meetings.
4. Will remain available to share their experience, strength, and hope with the incoming Vice Chairperson.

## **Central Oregon Intergroup Recording Secretary Position Description**

**Length of Service Position:** Two (2) years. To be voted into position in November of ODD years and begin service in January of EVEN years.

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

### **General Requirements:**

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

### **Position Duties:**

1. Will be responsible for all documents and filings, with the exception of financial reports, which concern the Corporation.
2. Will keep complete and accurate records of all Intergroup and Advisory Board meetings.
3. Copies of all minutes will be distributed electronically to all officers, committee chairs, IGRs and Advisory Board Members on or before the 15th of the month following the IGR meeting.
4. An electronic copy of the IGR and Advisory Board meeting minutes will be sent to the Webmaster for posting on the website ASAP after the 15th of the month.
5. Will maintain a separate record of motions made and actions taken.

6. Will maintain a list of all current Advisory Board members, Officers, Committee Chairs, and IGRs, together with their, telephone numbers and email addresses. The list will show the date and duration of their respective terms.
7. Upon vacating the position, shall provide copies of all documents created and received during his/her tenure and present the incoming Recording Secretary with a complete and orderly file.
8. Will remain available to share their experience, strength, and hope with the incoming Recording Secretary.

### **Central Oregon Intergroup Treasurer Position Description**

**Length of Service Position:** Two (2) years. To be voted into position in November of EVEN years and begin service in January of ODD years.

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

#### **General Requirements:**

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

#### **Position Duties:**

1. Along with the Office Manager will have charge of all funds belonging to the Intergroup. This includes the keeping and disposition of such funds for and on behalf of the Intergroup. Using a bank or banks to be designated by the Advisory 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 (oversight) member of all committees authorized to handle funds.
6. Working with the Office Manager will prepare, or will 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. Working with the Office Manager the Treasurer will maintain all necessary financial records at the central office, pursuant to IRS Pub557, and any State of Oregon Requirements.

8. Will provide the Chairperson, or another 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, will make available copies of all documents created and received during his/her tenure, and present the incoming Treasurer with a complete and orderly file.

10. Will remain available to share their experience, strength, and hope with the incoming Treasurer.

### **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 January of EVEN years and 2 to be voted into position to begin service in January of ODD years.

**Sobriety Requirements:** A minimum of 2 years continuous and current sobriety.

#### **General Requirements:**

- Active and current 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 consist of Four (4) members in Central Oregon who are not currently serving as Chairperson of an Intergroup Committee.

#### **Position Duties:**

1. Attend all Advisory Board meetings and consult with other members when a decision is to be made.
2. Support the Intergroup with awareness of all matters regarding the Intergroups day to day operations and help resolve any issues.
3. 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.
4. Remain available to share their experience, strength, and hope with the incoming Advisory Board Members.

## **Intergroup Sub-Committee Descriptions**

### **Hotline Committee Chair**

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

#### **General Requirements:**

- Active and current membership in an AA Group in Central Oregon.
- Will 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 and/or obtain committee members to fulfill duties.

#### **Position Duties:**

1. Recruit, organize, and train AA volunteers to take calls from those seeking help, and provide support and information to those callers.
2. Create and maintain a current list of AA members willing to make 12 Step calls.
3. Remain available to share their experience, strength, and hope with the incoming Hotline Committee Chair.

### **Schedules Committee Chair**

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

#### **General Requirements:**

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

#### **Position Duties:**

1. Receive meeting data and keep track of active AA meetings, their time, location, and contact information.
2. Publish this information at least quarterly in print and promptly provide a printable copy to the Webmaster for posting on the Intergroup website.
3. Work with the Webmaster to ensure the online database is current as new information is received. Update the database, at least, monthly.
4. Remain available to share their experience, strength, and hope with the incoming Schedules Committee Chair.

## **Newsletter Committee Chair**

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

### **General Requirements:**

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

### **Position Duties:**

1. Collect information of interest to AA members in Central Oregon.
2. Publish this information at least quarterly in a format approved by the IGRs. but The Chairperson will have the right of decision.
3. Send a copy to the Intergroup Chairperson and the Office Manager for review.
4. Send a final copy to Webmaster for posting to the Intergroup website.
5. Remain available to share their experience, strength, and hope with the incoming Newsletter Committee Chair.

## **Entertainment Committee Chair**

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

### **General Requirements:**

- Active and current membership in an AA Group in Central Oregon.
- Will have previously served as a Group Recording Secretary, Group Chairperson, or Group Representative, i.e. GSR/IGR.
- Committee/Leadership experience that includes participation and cooperation as a team player with committee members.
- Will perform all duties necessary for position being held and/or obtain committee members to fulfill duties.

### **Position Duties:**

1. Provide quality family entertainment and recreation opportunities for Central Oregon AA Intergroup.
2. Create and facilitate a committee in keeping with AA principles and traditions that is open to all Central Oregon AA members for the purpose of providing sober fun activities.
3. Provide an accounting of all expenditures and receipts. Maintain the Entertainment bank account in cooperation with the Office Manager and the Treasurer.
4. Remain available to share their experience, strength, and hope with the incoming Entertainment Committee Chair.

## **Potluck Committee Chair**

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

### **General Requirements:**

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

### **Position Duties:**

1. Chair will arrange for AA groups to host the monthly gathering and recruit AA speakers.
2. Chair will coordinate with the Al-Anon Intergroup Liaison to identify and recruit Al-Anon speakers for monthly potlucks.
3. Purchase items (food, supplies, etc.) for potlucks and provide receipts for reimbursement to the COIG Office Manager.
4. Pass along 7th Tradition funds to the Office Manager for COIG bank deposit.
5. In cooperation with the Intergroup Office Manager will coordinate the logistics for all Potlucks and Alcahons.
6. Remain available to share their experience, strength, and hope with the incoming Potluck Committee Chair.

## **Website Committee Chair**

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

### **General Requirements:**

- Active and current membership in an AA Group in Central Oregon.
- Will have basic knowledge of AA/Intergroup service positions.
- Shall perform all duties necessary for position being held.
- Prior experience managing a website.

### **Position Duties:**

1. Website Chair will keep the website current including COIGAA and officer contact information.
2. Update and maintain the Online meeting database with information provided by the Schedules chairperson and/or the Office Manager.
3. Post announcements from other groups, maintain a calendar of Intergroup sponsored events, post meeting schedules, and post the COIG newsletter.
4. Remain available to share their experience, strength, and hope with the incoming Webmaster.

## **Central Office Manager Job Duties**

- Maintain the office, pay bills, submit all tax information to the accountant and keep necessary records for Central Oregon Intergroup. (COIGAA)
- Accountable and responsible for the processing of group contributions, bank deposits and payments, with oversight by the Treasurer.
- Will provide Groups with basic monthly information, and other information as requested.
- Manage incoming calls from outside entities and refer them to the appropriate committee chair(s) or contacts at District 5 as indicated.
- Answer the AA hotline during office hours when the hotline volunteer or hotline chairperson is not available 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 and give the Office Manager report.
- Help intergroup committees, as needed, with a variety of tasks.
- Serve as Facilitate a communication center for participating groups 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 miscellaneous items for purchase.
- Maintain 2 phone lines to facilitate both office and hotline calls. Maintain internet service. This includes online and local phone book AA listings.
- When requested, help AA members learn to navigate online and phone app searches for AA meetings locally and in other areas.
- Supervise the Office Assistant and/or Central Office volunteers.

## **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.

Answer the AA hotline during office hours when the hotline volunteer or hotline chairperson is not available and refer to a 12-step call list member.

Completes tasks delegated by the office manager.