

Intergroup Officers

Intergroup relies on a group of elected officers for its continued operation. These are positions of trust and service. The responsibilities of each office is describe in greater detail herein. No person may serve simultaneously as a representative and officer.

Chairperson

The Chairperson ensures the effective operation of Intergroup meetings and events. The Chairperson is encouraged to follow Robert's Rules of Order to the greatest extent practical. Under such rules, the Chairperson may not vote (except in the case of a tie) but should serve simply as a group facilitator. The Chairperson calls the meeting to order, recognizes speakers, and keeps the meeting on agenda and time, frames the issues, and conducts any voting.

Prior to each meeting, the Chairperson prepares the agenda for the meeting. The agenda shall be divided, at a minimum, into old business and new business. Unless it is of vital importance that a matter be raised and conclusively voted upon at the same Intergroup meeting, matters raised for the first time go under new business.

Once considered, the matter may be voted upon as old business the following month.

The Chairperson should seek to distribute agendas prior to each Intergroup meeting.

Recording Secretary

The Recording Secretary is the parliamentarian for Intergroup. This means that he or she maintains the minutes, treasurer reports and all other documents owned by Intergroup. In addition, he or she takes faithful and adequate minutes of the meeting. Finally, the Recording Secretary interprets Robert's Rules of Order and rules on any disputes concerning procedure. The Recording Secretary may fully participate in the meetings.

Intergroup literature and manuals are physically maintained by the Recording Secretary and should be indexed and/or brought to each meeting to be made available to representatives or member groups.

The Recording Secretary shall seek to distribute the minutes of each prior meeting prior to the next meeting.

Treasurer

The Treasurer of Intergroup maintains, reviews, records and disburses Intergroup monies. The Treasurer maintains the bank account for Intergroup. He or she is a signatory on that account. The Treasurer receives the funds from each participating group of Alcoholics Anonymous. It is important that the Treasurer or a designated representative of the Treasurer attend all functions where Intergroup monies will be received to oversee, collect, and tally those monies, and to make reports to Intergroup on income at these events.

The Treasurer of Intergroup must keep financially sound books and records concerning Intergroup's account or accounts. The records must be open to review by any representative or office upon reasonable notice.

The Treasurer must also make a financial report at each Intergroup meeting.

The Treasurer checks and maintains Intergroup's Post Office Box (1629) at the Fort Bragg Post Office. Any mail received there shall be appropriately distributed by the Treasurer.

Events Coordinator

It is the goal of Intergroup to have as many as six Alcoholics Anonymous community events each year. Such events may include speakers, workshops, dining concerts, dances, or any other method of building fellowship and spreading the Alcoholics Anonymous way of life.

At the beginning of each year, the Events Coordinator shall develop an event list for that year, plan the events, and present a budget for each to Intergroup. When the event is over, the Event Coordinator should ensure that a full accounting of all funds used for the event is given to the treasurer, including all receipts for supplies, invoices for services, and any other records of money spent. The Events Coordinator is also responsible for returning unused funds from the event to the Intergroup Treasurer.

The Events Coordinator is encouraged to form one or more committees to assist with these events.

Communications Director

Distributing information about Alcoholics Anonymous on the Mendocino Coast, Intergroup and area events is of vital importance. To that end, the Communications Director is responsible for producing graphic art, textual information and/or multimedia communications that inform the local community and those visiting the Mendocino Coast. Typically, the Communications Director produces flyers for Intergroup meetings and events and distributes those flyers to representatives for wider distribution.

The Communications Director is responsible for maintaining the Mendocino Coast AA Meeting Directory. The Directory lists all the meetings in the area that have met for at least three months. The Directory should be edited and redistributed as needed.

Chip Distributor

The Chip Distributor shall buy, store and distribute length of sobriety chips for chip meetings that request the same from Intergroup.

Other Participants

Answering Service Liaison

Intergroup shall elect a special liaison who is a member of Alcoholics Anonymous whose task it shall be to ensure that the answering service is properly and effectively handling incoming calls on the Alcoholics Anonymous hotline listed for the Mendocino Coast area. Unless this liaison is otherwise a representative, this liaison shall not have a vote at representative meetings.

H & I Liaison

The Hospitals and Institutions Committee is invited to send a liaison to Intergroup Meetings. Such a person is not elected by Intergroup. Unless this liaison is otherwise a representative, this liaison shall not have a vote at representative meetings.

Special Worker: Intergroup Web Master

The Intergroup Web Master is a paid position, with the person in that position responsible for maintaining the Mendocino Coast Intergroup web site in coordination with the Communications Director. The web site is located at mendocinocoastaa.com. The web site should, at a minimum, have a current electronic version of the meeting schedule pamphlet and a list of Intergroup events and meetings. There should also be regular updates to ensure the information is current and accurate. The domain name is currently hosted through GoDaddy.com. This paid position is excluded from voting on any financial matters before Intergroup, but may vote on all other matters

Intergroup Representative Meetings

Intergroup representative meetings shall be held once a month. The meetings shall last one hour.

Decisions made by majority voting after an opportunity for discussion.

Temporary alternate representatives must be approved by the individual groups when such alternates are necessary due to a representative's inability to attend a regular Intergroup meeting.

If an Intergroup Officer position becomes vacant during a term, the representatives and voting officers may elect a new officer by a majority vote of the representatives.

Representatives and voting officers may vote to remove an officer by a vote of two-thirds of the representatives. The officer who is considered for removal may not vote in such a proceeding.

Election of Intergroup Officers

Elections for Intergroup Officers shall be held at the last meeting of the Officers term. It is suggested that the Intergroup Officers serve two consecutive one year terms. Of course, an Intergroup Officer may elect not to run for a second one year term. It is prohibited for an Intergroup Officer to serve more than two one year consecutive terms in the same position.

Each Intergroup Officer must have two years of continuous sobriety.

The Treasurer is elected to a single two year term.