

The Duties of the SLAA Intergroup Bylaws Officer

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I. Purpose: This document is to provide SLAA members an understanding of how the Intergroup Bylaws Officer acts as a “trusted servant” of SLAA.

II. General Responsibilities of All Officers: The following statement is copied from the Bylaws and provided within this template of position duties for your convenience. It should accurately reflect the Bylaws; if it does not, remind the Bylaws officer that this section of the template must be updated.

1. Attendance at all Intergroup meetings is required. If officers cannot attend, they should:

a) arrange for a replacement who can perform their duties, or

b) supply an official written report, or in the case of a non-reporting officer, supply an official written notice of non-attendance, which must be sent either to the Chair or the Recording Secretary prior to the Intergroup meeting.

(10/15/2005)

Officers who fulfill these criteria are considered “Not In Attendance.” If officers fail to make these arrangements for a given meeting, they are considered “Absent” from that meeting.

2. In the event that an Intergroup officer is Absent (rather than “Not In Attendance”) 3 consecutive meetings or 4 in a calendar year, they may be replaced if the group favors such action.

(7/17/99)

3. Reporting and non-reporting officers

a) Reporting officers should provide a written or verbal report at each Intergroup meeting.

b) Non-reporting officers may make a report at any Intergroup meeting provided they notify the Chair in advance, and must make a report if requested in advance by the Chair or by a vote of Intergroup.

4. Outgoing officers work at the end of their terms with incoming officers to transfer the duties of the position.

III. Specific Responsibilities of the Bylaws Officer: It is important that you remember to document the responsibilities of your position. At the end or beginning of your term, inform the Intergroup Chair of how, if at all, these responsibilities have changed.

A. On-going and As Needed.

1. The Bylaws Officer is a non-reporting officer but should provide notice prior to any absence.

2. Reads and becomes familiar with bylaws and assists Chair in clarifying situations that arise where there is a question about Intergroup procedural matters.

3. Updates Bylaws when group conscience makes changes or amendments that affect the operating procedures of Intergroup.

4. From the yahoo groups website, downloads and personally maintains the Bylaws document; strives to ensure it is always available to other members.

5. Brings and/or provides a reference copy of the Bylaws for use at Intergroup meetings (currently in a black three ring binder and online).

6. Maintains and updates a digest of motions made at Intergroup (this is to serve as a historical document of how and why Intergroup decided substantive issues; it is not to include procedural minutia) (this is in the gray binder and online). (9/17/2005).

7. When an officer leaves his or her post mid-year, the Bylaws officer shall check to ensure that an up-to-date list of duties is provided to the incoming or replacement officer and posted to the Intergroup website.

B. Time Sensitive Duties.

January – February

1. The Bylaws Officer shall ask all officers to review and maintain a list of their understanding of their annual duties. When major changes are necessary, the Officers will submit a revised Duty Template describing their position's duties to the Bylaws Officer. Upon receipt, the Bylaws officer will post the new document to the Intergroup's website (which is currently hosted by Yahoo Groups).
2. Upon beginning the service term, the Bylaws Officer shall ask the Chair for Moderator level access to the Intergroup (ie - Yahoo Groups) site to facilitate any necessary updates to the Bylaws or the Officer's duty descriptions.
3. At the beginning of each year, the By-laws Officer shall provide a list to the Chair of all positions that were vacant during the previous year and a recommendation of what situations gave rise to the positions in the first place, and whether upcoming events might make these positions important to immediately refill. This list is currently maintained in a file titled "Explanation of Positions Vacant for 1 Year or More". Thus, if necessary, the Chair may issue a call for volunteers for positions that were vacant the previous year.

November – December

1. To ensure continuity, the Bylaws Officer shall ask that any officers who are not likely to return to the same position next year review, update, and provide the list of their duties.
2. The Bylaws Officer shall maintain the list of duties for each position online or otherwise make them easily accessible for those who might express an interest in serving in such positions starting in January.
3. Before the end of December, a list of duties for each position should be archived online in an annual folder titled "Officer Duties for 2xxx – 2xxx". For example, in the folder titled "Officer Duties for 2007 – 2008," 2007 is the term during which the duties were performed and perhaps revised; whereas 2008 is the upcoming or new term during which these duties are more or less expected of the person who is confirmed for the position.