

The Duties of the SLAA Intergroup Delegate

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I. Purpose: This document is to provide SLAA members an understanding of how the Intergroup Delegate 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 Delegate: It is important that you remember to document the responsibilities of your position. At the end or beginning of your term, inform the Bylaws officer of how, if at all, these responsibilities have changed.

A. On-going and As Needed.

1. Serves for a 2-year period.

2. Represents the group conscience of the Bay Area SLAA fellowship at the Annual Business Conference and Annual Business Meeting (ABM).

3. Obtains feedback from the Bay Area SLAA fellowship via Intergroup and Intergroup representatives on issues and agenda items to be heard at the Annual Business Meeting prior to attendance.

4. Writes and presents a report to Intergroup of the ABM, discussing ABM issues and agenda items as well as the Delegate’s personal strength, hope and experience.

5. Serves on at least two committees at the Fellowship Wide Service level and reports to Bay Area Intergroup on activities in those committees.

6. Arranges travel and accommodations to the Annual Business Conference and obtains reimbursement for justifiable expenses from the Bay Area Intergroup Treasurer.

7. Facilitates the dissemination of information from Fellowship Wide Services about activities and events at the Fellowship Wide Services level, and helps to coordinate and facilitate events at the Bay Area level as needed, relating to these Fellowship Wide Services 12-step activities and events.

B. Time Sensitive Duties.

1. Monthly - The Delegate is a reporting officer (see above - General Responsibilities).