

## The Duties of the SLAA Intergroup Chairperson *page 1 of 2*

I. Purpose: This document is to provide SLAA members an understanding of how the Intergroup Public Information 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 Intergroup Chairperson: 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. Makes sure all Officers positions are filled as necessary; works with Officers to handle any questions or issues about their jobs.
2. Maintains the Intergroup meeting script.
3. Books the rooms for Intergroup meetings.
4. Maintains all Intergroup standing documents, including suggestions for Intergroup reports, and Intergroup Rules of Order.
5. Calls special meetings.
6. Generally only votes to break a tie.

B. Time Sensitive Duties.

1. Monthly – Facilitates all Intergroup meetings.
2. Monthly – Serves as parliamentarian. Executes Intergroup’s rules of order to the best of their ability.

3. Monthly – Establishes and maintains the agenda for each Intergroup meeting. This includes providing hardcopies of the Fixed Agenda, monthly Business Agenda, and the Intergroup's rules of business. All matters of Intergroup policy shall be referred to the group for decision and action with respect to the 12 Traditions.
4. Monthly – Keeps a record of and produces a hardcopy of all current Intergroup Officers and Intergroup Representatives. This includes providing copies of the most recent Officers List (detailing the name, address, and phone number of each officer), and the Group Representative's list (detailing the times / places of each Bay Area SLAA meeting; whether they have elected a representative; and if so, the representative's name, when their term ends, and date of the last meeting they attended). Two separate lists are recommended because one may serve as an officer but not be a representative or vice-versa. The Chair typically encourages members to review or correct this information at each meeting. After each meeting, the Chair updates these lists with any corrections.
5. Monthly – Keeps a record of all IG reps(see sheet for contents), updates after each meeting.
6. Monthly – Gathers Intergroup business items and posts the agenda by the 1<sup>st</sup> of the month on the website.
7. In October and November, starts to identify potential candidates and encourage them to apply for the Officer positions so the elections in December have good candidates.
8. Maintains the Intergroup meeting script.
9. Monthly – Ensures enough copies of all the required documents are available at each meeting (see the Intergroup meeting script for which documents are required).
10. Monthly – Maintains the Intergroup email list; one week prior to the meeting, sends a reminder of the upcoming meeting and other messages as required.