

# The Duties of the SLAA Intergroup Registrar / Webmaster

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I. Purpose: This document is to provide SLAA members an understanding of how the Intergroup Registrar / Webmaster 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 Registrar / Webmaster: 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. Manages the content and administrative issues (ISP relationship, etc.) associated with the Intergroup website.
2. Manages the layout and appearance of the meeting schedule.
3. Submits labeled receipts to the Treasurer for reimbursement of Registrar related expenses.
4. Maintains accurate registration of Intergroup with FWS.

B. Time Sensitive Duties.

1. Annually assists local Intergroup Representatives with obtaining or maintaining accurate registration in the FWS International Directory. Eg - May provide Delegate / FWS with meetings / location.

2. Quarterly (meaning by the March, June, September, and December meetings):
  - a. Updates, produces and distributes the Fellowship meeting schedule. Meetings are posted on the schedule only at the request of someone representing the meeting.
  - b. Emails a copy of the revised schedule each quarter to the Telephone Officer, the Public Information Officer, FWS, community contacts, and others as needed.
3. Within 48 hours of the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of each month, update the website with all announcements received by email.