

## The Duties of the SLAA Intergroup Diversity & Inclusion Officer *page 1 of 2 (updated Mar 2022)*

I. Purpose: This document is to provide SLAA members an understanding of how the Intergroup \_\_\_\_\_ 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 Diversity & Inclusion Officer: 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. Leads the process to research and recommend via Discussion items or Motions strategies, initiatives and policies to propose to group conscience of SF EB SLAA IG as it relates to programs and actions to address SLAA IG mission to carry the message to those who still suffer amongst the most marginalized, disadvantaged, underserved and disenfranchised communities who may not be even aware that SLAA exists.
2. Leads the process to present to group conscience of SF EB SLAA IG ways to avoid bias or non-inclusive ways in which we may be delivering our program, maintaining the principle of attraction vs. promotion
3. Makes sure there is a balance and equity of proposed recommendations to avoid leaving any underserved group behind, or to favor or focus exclusively in a particular group needs only.
4. Forms a committee and leads said committee of volunteers to help implement and monitor approved recommendations and motions
5. Prepares, requests and manages a budget associated with the recommendations/motions submitted to SF EB SLAA IG group conscience, verifies adherence to budget and full implementation of the items and activities included in the budgeted motion

6. Coordinates and works closely in tandem with the PIO and the Communications Officer of SF EB SLAA IG, to assure synchronized, harmonious, effective and efficient use of everybody's times and resources as it relates to the approved motions
7. Trains IG Officers, in consultation with experts and trainers in the fields of Diversity and Inclusion, on the matters pertaining IG ways and means to carry the message to the people who still suffer in the communities and populations/demographics currently not prevalent or the majority of SF EB SLAA membership

B. Time Sensitive Duties.

1. Prepare Quarterly report
2. Prepare Annual report
3. Participate in the annual budget process