

**Responsibilities/Job Descriptions:**

**Chair & Co-Chair:**

- 1) Will set monthly meeting time, place and agenda. (Committees will request agenda time)
- 2) May call special meetings, as needed.
- 3) Conduct the meetings.
- 4) May appoint interim person/persons to serve on any committee until the time of the next meeting, at which time the appointed person must be ratified by the group or another committee person chosen by the group.

**Secretary & Co-Secretary:**

- 1) Handle and report on all information coming into or out of Intergroup.
- 2) Take minutes at the Intergroup meetings and distributes to members prior to next meeting by e-mail.
- 3) Confirm agenda with Chairperson and make copies for distribution at monthly meeting.
- 4) Keeps all groups informed of the actions taken by Intergroup via written communications. This could be accomplished through a monthly newsletter or in some other manner as deemed appropriate by the board.
- 5) Updates and maintains a contact list for attendees to the monthly Intergroup meetings.
- 6) Make reservations, if needed for monthly Intergroup meetings.

**Treasurer & Co-Treasurer:**

- 1) Handle all banking
- 2) Maintain a two-name checking account
- 3) Present monthly financial report at the Intergroup meetings
- 4) Collect meeting contributions and assure receipts for each donation are sent by office manager
- 5) Receive and document all personal donations
- 6) Receive and credit all receipts from special functions/events
- 7) Pay all preapproved monthly bills pertinent to Intergroup functions/events
- 8) Seek Intergroup approval prior to paying any bills which have not been previously approved by Intergroup Board of Directors
- 9) Will furnish all treasury information upon request at any time to the Audit Committee.
- 10) Have a working knowledge of Excel/Quick Books or a software system dedicated to accounting.

**PI/CPC Chair:**

1. Provides information and coordination with professional and outside agencies. Will follow procedures set forth in the PI/CPC manuals from AAWS.
2. Be responsible for internal (AA) communication through the Intergroup communications system.

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3. Obtain and maintain a list of available speakers that can speak to agencies or organizations interested in learning more about Alcoholics Anonymous.
4. Coordinate the furnishing of speakers for outside functions.

### **Webmaster:**

1. Working knowledge of WordPress, Word, Excel, PDF, and JPEG.
2. Maintains the integrity of the meeting database with the help of the Intergroup Office Manager, based on updates from meeting secretaries throughout our service region.
3. Maintains the accuracy of the pages on the website, by coordinating with representatives of all the service groups that make-up AA services in our counties.
4. Posts monthly and special event information, flyers, and newsletters for AA groups.
5. Establish relationships and collaborates with representatives of our counties (Shasta, Siskiyou, Tehama, and Trinity) to obtain their local events to publish on our site.
6. Posts the NorCal AA Printable Meeting List, with the support of the Intergroup Office Manager.
7. Ensures the website domain, through HostGator, is paid annually, with the assistance of the Intergroup Treasurer.

### **Newsletter Chair:**

1. Has a minimal understanding of graphic computer programs; Canva and Google.
2. Has a working knowledge of what comprises AA-approved literature for inclusion in the newsletter (refer to the GSO website for more information.)
3. Responsible for sending the draft to the Newsletter Editor (allow 3 days for review and editing). Incorporates edits from Newsletter editor and sends the Webmaster final version in PDF.
4. Ensures the Newsletter is ready for final copying and distribution (due date is last Tuesday/month at the Intergroup business meeting. See Newsletter procedures for timeline and copies needed.)
5. Provides finished copies for distribution at our monthly Intergroup Committee meeting. Arrangements for copying is to be made with the Office Manager.

### **Newsletter Editor:**

1. Has a thorough knowledge of Intergroup's duties, business functions, and ongoing events.
2. Edits and proofreads based on the Newsletter procedures, to ensure accurate spelling, punctuation and compliance with Intergroup decisions and AA Traditions (refer to Newsletter Procedures).
3. Has 3 days to proofread, edit and make suggested changes from the date received by the Newsletter Chair. Suggested changes can be sent back to the Newsletter Chair on a Word document.

**Birthday/Speaker Meeting Chair:**

1. Contact the various groups in the area to invite them to host the monthly speaker meeting.
2. Provides the host group with the guidelines and format and secures the venue. Refreshments will be provided by the host group.
3. Responsible for collecting and maintaining the 7<sup>th</sup> tradition funds. This includes paying the monthly rent and maintaining a supply of coffee and necessary items to host the Speaker Meetings.
4. Surplus 7<sup>th</sup> tradition funds will be given, with receipts, to the Intergroup Treasurer.
5. Provides a monthly report of all financial transactions to the monthly Intergroup committee meeting.
6. Informs hosting group to provide their history to Archives Chair.

**12 Step Chair:**

1. Build and maintain a current list of individuals who are available to make 12 step calls.
2. Assure the Intergroup Office Answering Service and hotline volunteers have an updated list when necessary.
3. Be the primary contact with and monitor activity of any outside answering service.
4. Report to Intergroup monthly on status of service available and total use as reported through the office, hotline and answering service. (Report may be submitted through the Office Manager).

**Office Volunteer Chair:**

1. Coordinate with the Office Manager to keep the Intergroup Office open the maximum hours each month by recruiting and training office volunteers for the office duties. The goal shall be to have the office open during all scheduled AA meeting times.
2. Provide training for the phone line and coordinating of incoming calls and/or visitors to the office.
3. Inventory current literature stock and coordinate ordering with the office manager.
4. Report to the Intergroup monthly on activities of volunteers in the Intergroup Office. (Report may be submitted through the Office Manager.)

**Holiday Party Chair and Co-Chair:**

1. Will have minimum of 2 years of sobriety and make a two-year commitment. The first year shall be as a co-chair.
2. Attends Intergroup meetings to provide updates on Holiday Party planning.
3. Works with Intergroup for budgeting/funding for party.
4. Confirms venue, date for event, along with documentation for insurance.
5. Organizes planning and wrap-up meetings to include room rentals.
6. Forms sub-committees for raffles, coffee, decorations, entertainment, 7<sup>th</sup> tradition, food, etc.

**Founder's Day Picnic Chair:**

1. Will have a minimum of 2 years of sobriety and make a two-year commitment. The first year shall be as a co-chair.
- 2) Attend Intergroup meetings to provide updates on Founders' Day planning.
- 3) Works with Intergroup for budgeting/funding for party.
- 4) Confirms venue, date for event, along with documentation for insurance.
- 5) Organizes planning and wrap-up meetings to include room rentals.
- 6) Forms sub-committees for raffles, coffee, decorations, entertainment, 7<sup>th</sup> tradition, food, etc.

**Archives Chair:**

1. Follows the guidelines, as outlined in the GSO Archives Workbook.
2. Process incoming archive materials and maintain the Northern California Intergroup Archives inventory.
3. Ensure proper storage is in place.
4. Seek and gather information to be added to the history of the area through events, workshops, presentations, etc.
5. Available for members that wish to use the archives to find material for projects, presentations, and upcoming events. Available to set up displays at Intergroup functions.
6. Provides a report at monthly Intergroup meetings.

**Workshop Chair:**

1. The Workshop Chair shall recruit, train, motivate and plan for volunteers to work behind the scenes. They also facilitate Intergroup's efforts to put on informative and educational workshops.
2. Books meeting space for workshops
3. Arranges for room setup and cleanup. Arranges for coffee, snacks, food, etc., if requested.
4. Shall provide information to our Webmaster for publication purposes.
5. Establishes a fiscal calendar for upcoming workshops. Coordinates with committee chairs for possible workshop topics.

**Outreach Chair:**

1. Responsible to partner Intergroup events and business with AA members at meetings, social media, publications, or flyers.
2. Attend as many meetings as possible to keep groups informed of open service positions, workshops, events, etc., happening in Shasta, Siskiyou, Trinity and Tehama counties.
3. Shall post events on the following Facebook groups: Northern California Intergroup, People of AA in Redding, All my Gals and Pals (Red Bluff AA group) and REDYPAA.

**Intergroup Sponsored/co-sponsored Events:**

Intergroup sponsors two annual events: the Founder's Day Picnic and the Holiday Party. The events are free of charge; however, in accordance with our 7<sup>th</sup> Tradition donations are appreciated. The chairperson for these events shall be responsible for delivering all monies collected before and during the event to the Intergroup Treasurer or Co-Treasurer. All expenses prior to the events and receipts for reimbursement shall be issued by the Intergroup Treasurer/Co-Treasurer. All monies shall be counted by two individuals and deposited by the Treasurer/Co-Treasurer within one week following the event.

Addendum: Agenda shall include announcement for upcoming election of Board of Directors as follows:

**Service rotation announcements**

In November and January announcements are made for the Chair and Co-chair positions

In April and May announcements are made for the Treasurer and Co-Treasurer positions

In August and September announcements for the Secretary and co-Secretary positions