

**Qualifications and Terms of Office –
Officers, Committee Chairs and Advisory Committee**

Officers

2 year Commitment

3 years of continuous sobriety

1 year as a Committee Chair in Palm Beach County Intergroup

1 year as Intergroup Representative in Palm Beach County Intergroup

<p><u>Intergroup Chairperson</u></p> <p>Libby stood, passed unanimously.</p>	<ol style="list-style-type: none">1. Chair all Intergroup meetings as non-voting, non-verbal member.2. Chair all Advisory Committee meetings as non-voting, non-verbal member.3. Attend and participate in all Intergroup events.4. Serve as ex-officio member for all Intergroup committees.5. Directly supervise Intergroup Office Manager.6. Listed as secondary signer on all Intergroup accounts and operational documentation.
<p><u>Intergroup Alt–Chairperson</u></p> <p>Cyndi stood, passed unanimously.</p>	<ol style="list-style-type: none">1. Attend Intergroup meetings.2. Attend Advisory Committee meetings.3. Attend and participate in all Intergroup events.4. Chair monthly Intergroup meeting and/or Advisory committee meeting in absence of Chairperson.5. Serve as acting Chair in event of vacancy in this position.6. Serve as de–facto “events chairperson” for all Intergroup events.

<p><u>Intergroup Secretary</u></p> <p>No contenders, will table until next month.</p>	<ol style="list-style-type: none"> 1. Attend Intergroup meetings. 2. Attend Advisory Committee meeting. 3. Attend and participate in all Intergroup events. 4. Record all motions, including outcomes, and compile Committee Chairpersons' reports for inclusion in minutes. 5. Provide minutes from Intergroup Meeting to editor of Today for inclusion. 6. Maintain archives of past meeting minutes, including one hard copy with last names to be kept on file at the Intergroup office. 7. Provide scrubbed, electronic copy of minutes to be distributed by Registrar. 8. Keep a copy of all administrative codes and passwords for the Intergroup Office. 9. Update and Maintain By-Laws and forward to chair for final review.
<p><u>Intergroup Treasurer</u></p> <p>Heather stood, passed unanimously.</p>	<ol style="list-style-type: none"> 1. Attend Intergroup meetings. 2. Attend Advisory Committee meetings. 3. Attend and participate in all Intergroup events. 4. Listed as primary signer on Intergroup bank accounts. 5. Review weekly income and expenses, review and sign weekly cash disbursements with Intergroup Office Manager. 6. Provide, with Intergroup Office Manager, a monthly operating financial profit and loss report to be published in monthly Intergroup publication and included in minutes. The financial report should include all Intergroup banking including any and all Intergroup committee bank accounts.
<p><u>Intergroup Registrar</u></p> <p>No contenders, will table until next month.</p>	<ol style="list-style-type: none"> 1. Attend Intergroup meetings. 2. Attend Advisory Committee meetings. 3. Attend and participate in all Intergroup events. 4. Maintain electronic database of Intergroup representatives, officers and committee chairpersons. 5. Work with Secretary upon completion of minutes for electronic distribution of minutes. 6. Distribute electronic copy of monthly minutes.

Advisory Committee

- 2 year Commitment
- 3 years of continuous sobriety
- 1 year as Intergroup Representative in Palm Beach County Intergroup

1. Meet four times a year to review operations of in Palm Beach County Intergroup.
2. Interview and hire Office Manager.
3. Conduct annual performance review of Office Manager and makes recommendations for salary increase.
4. Serves as Grievance Committee to review and evaluate complaints concerning Officers, Committee Chairpersons and Office Manager.

> No contenders, will table until next month.

Committee Chairperson

- 1 year Commitment
- 2 years of continuous sobriety
- 1 year as Intergroup Representative in Palm Beach County Intergroup

<p><u>Bridge the Gap (BTG)</u></p> <p>No contenders, will table until next month.</p>	<ol style="list-style-type: none">1. This is a transitional program directed towards people who want to continue their sobriety after leaving a treatment or correctional facility.2. Suggested attendance at Institutions Committee meeting quarterly.3. Suggested reading – A.A. pamphlet – “<i>Bridging the Gap</i>”.4. The Chair of this committee (and its members) are “temporary contacts”.5. Attend Intergroup meetings.
<p><u>Public Information</u></p> <p>No contenders, will table until next month.</p>	<ol style="list-style-type: none">1. Committee (and its Chair) informs the public about our A.A. program.2. Coordinate committee volunteers to supply information to local schools, businesses, civic groups and arrange to staff health fair booths.3. Suggested reading – A.A. pamphlet – “<i>Public Information</i>”.4. Attend Intergroup meetings.

<p><u>Phone List</u> Mike stood again, only having served 6 months. Passed unanimously.</p>	<ol style="list-style-type: none"> 1. Maintain a system of answering after-hours calls to Intergroup by local A.A. members. 2. Attend Intergroup meetings.
<p><u>12-Step Committee</u> Will table until next month.</p>	<ol style="list-style-type: none"> 1. Maintain 12-Step volunteer list with ongoing updates. 2. Attend Intergroup meetings.
<p><u>"TODAY" Editor</u> Niko stood again, passed unanimously.</p>	<ol style="list-style-type: none"> 1. Committee (and its Chair) assembles, edits and prints our monthly newsletter. 2. The suggested content will be: H&I and Intergroup financials, group changes, group events, Intergroup activities, Intergroup Minutes, General Service events and other A.A. events. 3. 250 copies ordered from printing company, to be delivered by next Intergroup meeting. 4. Attend monthly meetings with rough draft of newsletter. 5. Give monthly report to Intergroup Secretary.
<p><u>Intergroup Website</u> No contenders, will table until next month.</p>	<ol style="list-style-type: none"> 1. Knowledge of html code and/or website design software program[s]. Computer background. 2. Update website on monthly basis. 3. Give monthly report to Intergroup.
<p><u>Institutions</u> Gregg will continue institutions.</p>	<ol style="list-style-type: none"> 1. Compile listing of meetings for jails, detox centers and treatment facilities committee verifies as qualified for meeting coverage. 2. Organize listing of volunteers to cover such meetings. 3. Prepare monthly financial statement to be included with all other Intergroup financial activity. Copy of bank statement(s) to be included with report for Intergroup permanent records. 4. Prepare annual financial report on or before January 31 to cover prior year reporting period January 1- December 31 to be integrated with all other Intergroup financial activity for Form 5500 reporting. 5. Attend Intergroup meetings.

<p><u>Birthday Club/TODAY Subscriptions</u></p> <p>Sherry stood, passed unanimously.</p>	<ol style="list-style-type: none"> 1. Maintain Birthday Club database. 2. Provide "Today" newsletter with posting of monthly birthday celebrants. 3. Coordinate with Office Manager receipts of new "Today" subscriptions and new Birthday Club Members. 4. Provide ideas and new themes to keep AA members informed of the benefits of becoming Birthday Club members or of subscribing to the "Today" newsletter. 5. Mail Birthday Club recipients card and medallion. 6. Maintain "Today" newsletter subscription list. 7. Mail "TODAY" to all subscribers. 8. Mail out renewals.
<p><u>General Service / Intergroup Liaison</u></p> <p>No contenders, will table until next month.</p>	<ol style="list-style-type: none"> 1. The Liaison is our direct link to General Service, District 8 of A.A. 2. Attend District 8 Business meetings and bring back information. 3. Give reports at monthly Intergroup meeting.
<p><u>Group Contact Committee</u></p> <p>Robyn stood, passed unanimously.</p> <p>> This role is vital in getting an accurate hard copy of the Where and When going again.</p>	<ol style="list-style-type: none"> 1. Attend AA meetings in the North Palm Beach County, as listed in our Where & When. 2. Obtain a group contact name, phone # and e-mail address. 3. Forward the contacts to the registrar so that the contacts can be added to the database.
<p><u>South County Intergroup Liaison</u></p> <p>Jeff stood again, passed unanimously.</p>	<ol style="list-style-type: none"> 1. Attend South County Intergroup Association Business meetings. 2. Report back to Palm Beach County Intergroup the results of the meeting.

Archives Liaison

Kevin stood again, passed unanimously.

1. Available to assist the General Service Archive Chair at AA functions with display set-up and removal.
2. Attend monthly Intergroup meeting and provide any information
3. A passion for history