Appendix I

South Palm Beach County Intergroup

Standing Committee

Order of Elections

All positions shall be for a period of 1 year, plus an additional month to orient successor.*

***(<u>except</u> for Archives and Where & When, which is a 2-year term of service)**

It is suggested that each candidate has 2 years of sobriety, but it is not mandatory.

Archives: Coordinate and catalog along with the S.P.B.C. Archivist all collections and preserve material pertinent to the history of our Intergroup and local area. Create committee to assist with displays and workshops.

SCAAN: Assemble information and documentation provided by S.P.B.C. Intergroup and create a theme-based story for monthly publication following newsletter guidelines. Provide electronic artwork to printers and the Webmaster each month. Proficiency with Microsoft Word and working familiarity with Excel needed design and desktop publishing experience desirable.

Group Information: Coordinate a committee of volunteers to visit local A.A. Groups not currently represented at the Intergroup monthly business meetings. Bring information and a spirit of unity to these groups offering our assistance and support. Obtain Group contact information and request Group History for our Archives.

Where & When: Maintain an electronic file of our meeting lists and updates provided by the Intergroup office manager. Create a revised Where & When and provide electronic copy to the printer approximately two to four times each year.

Public Information: Inform the public about our A.A. program by providing literature or speakers upon request. Reach out to the local schools, businesses, civic groups, public services, and the South County Courthouse. Interact with the District 8 PI Chair to facilitate cooperation and prevent duplication of services

General Service Liaison: Act as direct link to the General Service structure of AA by attending local District meetings and providing report at the monthly Intergroup business meeting.

North Palm Beach County Intergroup Liaison: Act as a direct link to N.P.B.C. Intergroup by attending its monthly business meeting, bringing back information, and giving a report at the monthly S.P.B.C. Intergroup business meeting. The Liaison also provides a written report to the S.P.B.C. Steering Committee.

Workshop Chair: This person shall conduct monthly workshops on the 12 Steps, 12 Traditions and Sponsorship. These Workshops shall be the third Saturday of every month and will be held at Delray Central House. The chair shall use only A.A.W.S. Conference approved materials and will be provided any resources they need to conduct the workshops by the Intergroup office. It is suggested that the Workshop Chair reaches out to members of the community to come do leads, host panels, and foster good practices by disseminating information.

Telephone Relay: Coordinate Group commitments to take our after- hours phone calls – anytime the office is closed. Provide current 12th Step lists, emergency numbers, instructions and the telephone at the monthly business meeting. If necessary, attend the A.A. Group's business meeting to provide information, a sample calendar and assistance prior to the group's commitment month. Maintains communication between the groups, the Intergroup office, the cell phone provider, and the 12th Step Committee.

Bridge the Gap Committee: Committee will be comprised of four individuals with at least one being female/will be comprised of two males and two females. The four shall elect their own Chairperson who will provide a monthly report to the body. As a committee, they will work with members of the body to establish a contact list to become "temporary contacts" who will be able to accompany new members of A.A leaving a treatment center or a correctional facility to A.A. meetings; manage the Bridge the Gap call line, answer any A.A. related questions; introduce them to other members for support as they transition into the A.A. community. The committee shall work closely with the H&I Chair on establishing crossover volunteers and getting A.A. materials on Bridging the Gap to the Facilities and Institutions in South Palm Beach County

Hospitals & Institutions: Coordinate volunteers to carry the A.A. message into Treatment Centers and Detox facilities throughout S.P.B.C. Chair monthly H&I Steering committee meeting and Quarterly Business meeting . Work closely with the Bridge the Gap Chair to offer our continued assistance after a newcomer leaves that facility.

(Proposed Change) <u>E.</u> Hospitals & Institutions: Oversee the Hospital & Institutions (H&I) Committee and perform the following duties: prepare yearly goals and objectives for the committee; build relationships and onboard new facilities; prepare agenda/chair H&I quarterly business and monthly steering committee meetings; prepare a report to the monthly Intergroup business meetings; and work closely with the Bridge the Gap Chair to offer continued assistance after a newcomer leaves that facility. ***(Note: The roles and duties of the H&I committee is attached in appendix II.)***

Steering Committee
ELECTED EVERY TWO YEARS

SECRETARY:
Hands-on organization of the following Intergroup records. Prepare the minutes of each Intergroup and Steering Committee meeting and email to Steering Committee for review; upon Chair's approval create final version of business meeting minutes for SCAAN.

a. Maintain book of minutes, motions, Bylaw amendments and applicable records.
b. Maintain and update a roster of Officers' and Committee Chairs' addresses, phone numbers and emails and distribute to Steering Committee members and all Committee Chairs.
c. Perform other duties relating to secretarial functions as needed.
d. Orient successor.

TREASURER:
Oversee and review financial records monthly to include; Bank Reconciliations, P&L and Balance Sheet reports, Cash flow reports; Group Contribution records, tax filings, and any other financial functions as needed.

a. Signatory on checking accounts and access online to bank records.
b. Monthly review of bank statements and tax filings.
c. Present financial report at monthly business meeting.
d. Orient successor.

VICE-CHAIR:
Have primary responsibility for the day-to-day communication with office employees.

a. Perform the duties of the Chair in his/her absence.
b. Perform those duties as specifically delegated by the Chair.
c. Review policies and procedures and personnel files as appropriate.
d. Signatory on account.
e. Attend local quarterly area Intergroup/Central Office Committee meetings.
f. Act and serve as liaison to the chairs of committees and help facilitate and co-ordinate special A.A. activities, events or functions.
g. Orient Successor.

CHAIRPERSON:
To oversee the duties and designated tasks of other officers, committee chairs and Intergroup as a whole.

a. Preside over all meetings and perform such acts and duties as are customary to the office.
b. Conduct all meetings using Parliamentary Procedures (Robert's Rules of Order, Revised) so as to ensure the proper and efficient order of business.
c. Appoint committee as necessary.
d. Call special meetings as necessary.
e. Signatory on checking account.
f. Orient Successor.