



POSITION DESCRIPTIONS

Board Officer Position Qualifications

To qualify for election to the intergroup board, an individual must:

- Be working the Twelve Steps and Twelve Traditions to the best of their ability.
- Have abstinence as noted in the positions below:

(Note: Each person shall be the sole judge of their abstinence):

- Chair – 6 months
- Vice Chair – 6 months
- Recording Secretary – 24 hours

- Board members shall be elected to serve for a period of two (2) years.
- Board members may serve no more than two (2) consecutive terms in the same position.
- After an interval of two (2) years, a member may again be eligible for election to their prior office.

Responsibilities of the Intergroup Board

A. **Chair:** Six (6) months of abstinence is required.

1. Shall preside at all regular and special meetings of this Intergroup and Intergroup Board.
2. Shall be responsible for establishing the agenda for all Intergroup meetings.
3. May cast the deciding vote to make or break a tie.
4. May participate in a balloted vote.
5. May attend all standing committee meetings.
6. Shall ensure that the general account of the Intergroup be reviewed annually.
7. Shall perform other duties as needed.

B. **Vice Chair:** Six (6) months of abstinence is required.

1. Shall serve in the absence of the Chair.
2. Shall perform other duties as needed.

C. **Recording Secretary:** Twenty-four (24) hours of abstinence is required.

1. Shall see that minutes are kept of all Intergroup and Intergroup Board meetings and that a copy of the Intergroup minutes is sent to Chair for review and distribution prior to subsequent meeting. As a cooperative gesture, a copy of the minutes may be sent to the regional trustee.
2. Shall maintain a file of all minutes of past meetings.
3. Shall perform other duties as needed.