

GUIDELINES FOR DISTRICT 3 INTERGROUP

STEERING COMMITTEE

Steering Committee members shall consist of one (1) representative or one (1) alternate from each group in District 3, the Central Office Manager/Secretary-Treasurer and the Intergroup Secretary. These shall be the voting members of the Steering Committee. The presiding Chairperson shall not have a vote in the proceedings, except in cases of a tie vote, when he/she may cast the deciding vote. Motions shall be decided by a simple majority.

DUTIES OF THE STEERING COMMITTEE MEMBERS

1. Oversee operations of the Central Office and the Central Office Manager Position.
2. Make recommendations to improve the operation and service of the Central Office to the groups in District 3.
- g. Promote the benefits of financially supporting the Central Office in group conscience meetings.
4. Report to the Steering Committee the help or services that your group wants the Central Office to supply.
5. It is suggested that an Intergroup (Steering Committee) Representative have 6 months of sobriety.

COMMITTEE CHAIRPERSON - ONE (1) YEAR OF SOBRIETY REQUIRE Q

Election of the chairperson is to be made by the Steering Committee members. Term of office shall be two (2) years. On approval of the committee, the chairperson can be elected to a second term. On completion of either one (1) term or two (2) terms, a new chairperson shall be elected. Election will take place in September of odd-numbered years.

Duties of the Chairperson:

1. Hold monthly meetings of the Intergroup.
2. Represent the Intergroup/Central Office at District GSR meetings and present the financial report for the Central Office.

Election of an Alternate Chairperson and Secretary shall coincide with the election of the Chairperson.

Duties of the Alternate Chairperson — One (1) year of sobriety required

1. Take over the duties of the Chairperson in his/her absence.

INTERGROUP SECRETARY SIX (6) MONTHS SOBRIETY REQUIRED

Duties of the Intergroup Secretary -

- 1, Take notes at the Intergroup meetings and prepare minutes monthly. Read minutes at the meeting when requested.
2. Maintain roster of Intergroup representative names and contact information. Contact intergroup representatives to remind them of upcoming meetings.

CENTRAL OFFICE MANAGER FOUR (4) YEARS OF SOBRIETY REQUIRED

1. Develop guidelines for volunteers, outlining duties and procedures to be followed. A copy of these guidelines to be attached to this guide as soon as they are developed. .
2. Prepare detailed financial report for the Intergroup and Central Office monthly.
3. Check cash on hand daily. Make deposit daily of any funds over \$30.00. .
4. Maintain inventory and order new stock in a timely basis to insure materials are available at all times.
5. Present detailed financial report to the intergroup monthly.
6. The manager's position is a volunteer position until such time as the Central Office has viable net income to pay an employee. Rate of pay should be voted on at such time and revisited as necessary. The volunteer manager shall be reimbursed for any expenses incurred in carrying out the duties of this position.

VOLUNTEERS (SUGGESTED SIX (6) MONTHS SOBRIETY)

Duties of the Volunteers —

1. Staff the Central Office on the day agreed. Notify Manager if unable to keep commitment.
 2. Follow guidelines as set up by the Central Office Manager.
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