

**Anonymous Intergroup
Duties and Requirements for Elected Positions and Group Reps**

Elected at Intergroup?	Ref for Elected at IG?	Part of Intergroup Service Board?	Ref for Part of IG Svc Bd	Position	Requirements	Ref for Reqs	Term Length	Ref for Term Length	Term Limit	Ref for Term Limit	Duties	Ref for Duties
No	Bylaw V	No	Bylaw V	Intergroup Representatives	<ul style="list-style-type: none"> • Meeting must be registered with WSO. • Suggested 60 days of current recovery. 	Bylaw IV	As designated by the group.	Bylaw IV	As designated by the group.	Bylaw IV	Represent the group at Intergroup.	Bylaw III & Bylaw IV
Yes	Bylaw V	Yes	Bylaw V	Delegates	<ul style="list-style-type: none"> • One year of current recovery. • Two years of service above the group level. 	Bylaw V	Two years	Bylaw V	Two consecutive full term. (Partial terms don't count.)	Bylaw V	<ul style="list-style-type: none"> • Attend World Service Business Conference and Region III Assemblies. • Serve on a committee for World Service Business Conference or Region III Assembly. • Provide written report for each conference or assembly attended. • Expenses are reimbursed by Intergroup. 	Bylaw VI
Yes	Bylaw V	Yes	Bylaw V	Chairperson	<ul style="list-style-type: none"> • One year of current recovery. 	Bylaw V	One year	Bylaw V	Two consecutive full term. (Partial terms don't count.)	Bylaw V	<ul style="list-style-type: none"> • Preside over Intergroup and Service Board meetings. • Authorized signer on bank accounts. • If a vote in Intergroup results in a tie, the Chair shall cast the deciding vote. • Prepare agenda for Intergroup and Service Board meetings. • Call special meetings of the Service Board. • Maintain the corporate book. • If a board member resigns, appoint interim member until election can be held. 	Bylaw VI

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Yes	Bylaw V	Yes	Bylaw V	Vice Chairperson	• One year of current recovery.	Bylaw V	One year	Bylaw V	Two consecutive full term. (Partial terms don't count.)	Bylaw V	<ul style="list-style-type: none"> • Act as Chair in Chairperson's absence. • Assist the Chairperson. • Authorized signed on bank accounts. • Be a member of all committees. • Be ex officio member of all committees 	Bylaw VI and Bylaw IX
Yes	Bylaw V	Yes	Bylaw V	Board Advisor	• One year of current recovery.	Bylaw V	One year	Bylaw V	Two consecutive full term. (Partial terms don't count.)	Bylaw V	<ul style="list-style-type: none"> • Be familiar with Bylaws and Twelve Traditions. • Advise the Service Board on topics relating to Bylaws, etc. • Every 2 years, review the Bylaws, revise them and submit to WSO. • Be familiar with <i>Robert's Rules of Order</i>. • Seek legal assistance when required. 	Bylaw VI
Yes	Bylaw V	Yes	Bylaw V	Recording Secretary	• One year of current recovery.	Bylaw V	One year	Bylaw V	Two consecutive full term. (Partial terms don't count.)	Bylaw V	<ul style="list-style-type: none"> • Take minutes of Intergroup and Board meetings. • Provide copies of minutes. • Provide sign-up sheet for Intergroup meetings. • Keep all records. 	Bylaw VI
Yes	Bylaw V	Yes	Bylaw V	Corresponding Secretary	• One year of current recovery.	Bylaw V	One year	Bylaw V	Two consecutive full term. (Partial terms don't count.)	Bylaw V	<ul style="list-style-type: none"> • Keep meeting info current with WSO. • Maintain list of service board members and their addresses with WSO. • See that mail is picked up from the mail box. • Conduct all Intergroup correspondence and present it at meetings. 	Bylaw VI

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Yes	Bylaw V	Yes	Bylaw V	Treasurer	• One year of current recovery.	Bylaw V	One year	Bylaw V	Two consecutive full term. (Partial terms don't count.)	Bylaw V	<ul style="list-style-type: none"> • File paperwork necessary to maintain 501(c) status and our status with the state of Nevada. • Have custody of funds; take donations and other income; pay bills. • Be a signer on all bank accounts. • Keep financial records and present financial reports at Intergroup meetings. • Obtain regular audits. • Receive all monies for Intergroup • Maintain financial records • File paperwork for government requirements 	Bylaw VI and Policies/Procedures III G
Yes	Bylaw V	No	Bylaw V	Voice Mail Committee Chair	• Have 60 days current recovery.	Bylaw IX	One year	Bylaw IX	Two consecutive full term. (Partial terms don't count.)	Bylaw IX	• Conduct committee business.	Bylaw IX
Yes	Bylaw V	No	Bylaw V	Literature Committee Chair	• Have 60 days current recovery.	Bylaw IX	One year	Bylaw IX	Two consecutive full term. (Partial terms don't count.)	Bylaw IX	<ul style="list-style-type: none"> • Conduct committee business. • Provide \$20 of literature to new groups, paid by Intergroup. 	Bylaw IX
Yes	Bylaw V	No	Bylaw V	Newsletter Committee Chair	• Have 60 days current recovery.	Bylaw IX	One year	Bylaw IX	Two consecutive full term. (Partial terms don't count.)	Bylaw IX	• Conduct committee business.	Bylaw IX
Yes	Bylaw V	No	Bylaw V	Public Information and Professional Outreach Committee Chair	• Have 60 days current recovery.	Bylaw IX	One year	Bylaw IX	Two consecutive full term. (Partial terms don't count.)	Bylaw IX	<ul style="list-style-type: none"> • Conduct committee business. • Be responsible for publicity to individuals and health care professionals. 	Bylaw IX

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Yes	Bylaw V	No	Bylaw V	Ways and Means Committee Chair	• Have 60 days current recovery.	Bylaw IX	One year	Bylaw IX	Two consecutive full term. (Partial terms don't count.)	Bylaw IX	• Conduct committee business. • Conduct fund-raising activities.	Bylaw IX
Yes	Bylaw V	No	Bylaw V	12th Step Within Committee Chair	• Have 60 days current recovery.	Bylaw IX	One year	Bylaw IX	Two consecutive full term. (Partial terms don't count.)	Bylaw IX	• Conduct committee business. • Sponsor 12 Step activities, including quarterly workshops.	Bylaw IX
Yes	Bylaw V	No	Bylaw V	Directory Committee Chair	• Have 60 days current recovery.	Bylaw IX	One year	Bylaw IX	Two consecutive full term. (Partial terms don't count.)	Bylaw IX	• Conduct committee business.	Bylaw IX
Yes	Bylaw V	No	Bylaw V	Web Manager	• Have 60 days current recovery.	Bylaw IX	One year	Bylaw IX	Two consecutive full term. (Partial terms don't count.)	Bylaw IX	• Conduct committee business.	Bylaw IX
Yes	Bylaw V	No	Bylaw V	Chair(s) of any Ad Hoc Committee(s) deemed necessary by Intergroup	• Have 60 days current recovery.	Bylaw IX	Duration of the committee.	Bylaw IX	n/a	n/a	• Conduct committee business.	Bylaw IX