

SW Florida Intergroup Officer and Representative Duties Election November 2, 2019

Officers are elected for one-year terms. Qualifications for Intergroup Board:

- 1. A minimum of 30 days of current abstinence.**
- 2. Commitment to working the Twelve Steps of OA.**
- 3. Commitment to follow the Twelve Traditions of OA.**
- 4. Commitment to be familiar with the Twelve Concepts of OA Service.**

The chairperson presides at all regular and special Intergroup meetings, and is responsible for establishing the agenda for all Intergroup meetings. The chair may cast the deciding vote to break a tie, but may not otherwise vote on Intergroup matters, including votes requiring ballots.

The chair may attend all standing committee meetings (but is not required to do so). The chair is the conduit to the World Service Office and, as such, receives and disseminates, as appropriate mail and communication from World Service Office and Region 8.

The vice chairperson serves in the absence of the chairperson. The vice chair also serves as Intergroup liaison with all meetings in the Intergroup by contacting meeting representatives electronically, by phone or face to face, or by attending a group's meetings.

Additionally, the vice chair initiates contact with Intergroup Meeting Representatives within Lee, Collier and Hendry counties, who are not and have not been available for intergroup monthly meetings. The vice chair also contacts all board members prior to the next Intergroup meeting.

The treasurer maintains a bank account as needed, for disbursement of Intergroup funds, submits financial reports each month at Intergroup meetings. Additionally, the treasurer serves as cosignatory with one other executive board member or an appointee of the board on all Intergroup checks, and performs all other financial duties involving Intergroup.

The secretary maintains minutes of all Intergroup meetings and submits copies of minutes to each Intergroup board member and sends a copy of the minutes to our SWFLI website. Additionally, the secretary maintains a file of all minutes of past meetings, and performs all other duties as described for Intergroup, such as, informing Region regarding future retreats.

Intergroup representatives are appointed or elected by their individual home meetings to attend each Intergroup meeting, held the first Saturday of each month (unless meetings are canceled, as sometimes occurs in the summer). Representatives take information from Intergroup, Region 8 and World Service Office and report it to group members during announcement or business meeting times. Each group determines length of a representative's service and abstinence requirement.

Region 8 representative/alternate attends semiannual Region 8 business assemblies (at least partially subsidized by Intergroup) and writes and promptly submits reports to Intergroup on information received at OA conferences and business meetings. Region 8 representative/alternate shall have **at least six months** of current abstinence.

World Service delegate attends the annual spring World Service Business Conference in Rio Rancho, NM (partially subsidized by Intergroup) and writes and promptly submits reports to Intergroup on information received at OA conferences and business meetings. The World Service Business Conference Delegate/alternate shall have **at least one year** of current abstinence.