Orange County Intergroup Association of Alcoholics Anonymous

Orange County Service Board Job Descriptions

Approved by the Orange County Intergroup Association Service Board
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Douglas B. _____ Vice Chair

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Section 1. **Service Board GENERAL Duties and Responsibilities: (applies to all Officer & Standing Committee Chair positions)**

- Attend monthly Service Board Meeting (currently on the 1st Wed of the month @ 6:30pm)
- Attend monthly Intergroup Business meeting (currently on the 2nd Wed of the month @ 7pm)
- Participate in all Intergroup functions (for example; open house and annual picnic).
- Provide monthly reports to the Intergroup Association on activities that representatives can communicate to their groups.
- Basic computing skills (for example; communication via email and word processing)
- Familiarize yourself with Roberts Rules of Order, the OC Intergroup By-Laws, and relevant Intergroup Committee Chair Guidelines
- Average time commitment for Board related meeting obligations 2.5 hours/month – Total approximate time requirements vary by position. See individual positions below for additional details

Officer SPECIFIC Duties and Responsibilities include, but are not limited to: (listed by position)

Section 1.1 **Chairman** of the Board of Directors ("Chair") shall:

- Chair the monthly Service Board, and Business meetings
- Draft the agenda for both Service Board and Business meetings
- Participate in the MSCA 09 ASC's and Assemblies as Intergroup liaison
- Participate or have knowledge of most AA events in the local area
- Communicate with the H & I committees within the local area
- Be available on short notice for check signing or emergency situations
- Oversee the annual review of the Central Office Staff & Office Manager performance
- Consult in financial matters in regards to office leases and rental agreements

Suggested working knowledge of:

  - OC Intergroup By-Laws, 12 Steps, 12 Traditions, and the 12 Concepts, and Roberts Rules of Order, as applied to Alcoholics Anonymous
  - OC Intergroup Committee structure

- In addition to Board meetings, time allocation to complete above tasks averages **10** hours per month.

Section 1.2 **Vice-Chair**: (or "Alternate Chair") shall:

- Perform the duties of the Chairman in the absence of the Chairman.
- Act as Intergroup liaison with General Service District meetings within OC IG area
- As Custodian of the By-Laws, conduct annual By-Law review, and report under guidance from Article XIV
- Fulfills other assigned committee duties as required by the Chairman
- Familiarization with OC Intergroup By-Laws, 12 Steps, 12 Traditions, 12 Concepts, and Roberts Rules of Order, as applied to Alcoholics Anonymous
- In the event a vacancy occurs in the office of the Chairman, act as Chairman for the un-expired term of the Chairman.
- In addition to Board meetings, time allocation to complete above tasks averages **5** hours per month.

Section 1.3 **Treasurer** shall:

- Prepare the Central Office Annual Budget in cooperation with Central Office Manager, and present a draft to the Intergroup Service Board each year. The Intergroup Service Board is responsible for approval or modification of the budget prior to presentment to the Association
- Review and discuss monthly financial reports (Profit & Loss, and Balance Sheet) with the Central Office Chair and Central Office Manager.
- Report to the Service Board and Intergroup at the monthly meetings current Profit and Loss, and Balance Sheet information comparing current figures to figures from the corresponding period from the previous year
- Review the Prudent Reserve Fund and the Prudent Reserve Fund Goal at the end of each quarter. Report the Prudent Reserve Fund status to the Service Board and Intergroup
- Review the annual "Independent Accountants' Review", and discuss with the Service Board
- Review and sign the Department of the Treasury Internal Revenue Service Form 990 "Return of Organization Exempt from Income Tax"
- Review and sign the Franchise Tax Board Form 199 "California Exempt Organization Annual Information Return"
- Be available to review and sign Intergroup checks
- In addition to Board meetings, time allocation to complete above tasks is approximately **2** hours per month.

Section 1.4 **Secretary** shall:

- Take minutes of all meetings involving the Intergroup and be responsible for their approval, publication and distribution.
- The draft minutes from both meetings are due to the Chair and OC Central Office Manager, one week prior to month end for

publication. The draft Service Board Meeting minutes are also sent to remaining board members.

- Obtain formal approval from Board and Members by initiating a "Motion to Approve" at next available Board meeting respectively.
- The secretary is responsible for the meeting minutes with signature following approval at the following Service Board Meeting and the Regular Business Meeting.
- In addition to Board meetings, time allocated to complete minutes preparation is approximately 4 to 5 hours per month.

Section 2. **Standing Committee Chair GENERAL Duties and Responsibilities: (common to all Committee Guidelines)**

- Familiarize yourself with respective AA Conference Literature, Committee function Guidelines, and form a Committee, with which you can carry-out the work duties, by soliciting individual participation from groups whom have appointed Intergroup representatives.
- Maintain the committee membership list of names and addresses of the current Committee members. Committee's should consist of 2-10 people. Provide a list of Committee members to the Service Board as requested.
- A **budget request** and proposal, to carry-out forecasted committee work, shall be submitted to the Intergroup Service Board each year in January. The Intergroup Service Board is responsible for approval or modification of the budget.
- Each Committee Chair should allocate **1-2** hours per month to conduct their respective Committee meeting. Regular Committee meeting time and place should be published and communicated well in advance.

Standing Committee Chair SPECIFIC duties and responsibilities include, but are not limited to, the following listed below.

Section 2.1 **Central Office Committee Chair**:

- Acts as the primary channel for coordination and information between the Central Office Committee and the Service Board and Intergroup.
- The Central Office Committee meets with the Central Office Manager at a minimum of once a month at mutually agreed time, and location to discuss Central Office issues, functions, planning, expense reduction, and co-sign checks to pay Central Office and Intergroup expenses, and for the overall operational efficiency of the Central Office.
    - Ensure the Central Office is maintained and operates in accordance with the current version of the Orange County Central Office Manager and Central Office Guidelines.
    - Maintain and update the duties and responsibilities of all employees which are shown in the position descriptions located in the Orange County Central Office Guidelines
- The Central Office Chair commits on average **8-10** hours a month.

Section 2.2 **Group Relations Committee Chair.**

- Coordinate all Group Relations Committee information and reports with the Central Office manager and Intergroup Service Board
- Ensure that A.A. groups understand that if they have any concerns or problems they can call the Group Relations Committee Chair or the Central Office for the following support:
    - Process the receipt of communications from the Central Office. A.A. groups or other sources concerning Orange County A.A. groups with issues, concerns or problems by visiting them.
    - Visit all new groups to explain the functions of the Intergroup and the Central Office.
    - Visit groups without Intergroup Representatives to explain importance of Intergroup and the Central Office functions, and urge them to attend and participate in Intergroup meetings and Central Office special events.
- In addition to Board meetings, time allocation to complete above tasks averages **8-10** hours per month.

Section 2.3 **Lifeline Committee Chair.**

- Responsible for the publishing of the Lifeline and the management of the Lifeline editorial staff.
- Develop a general interest in the Lifeline to increase the distribution.
- Encourage all A.A. members to contribute items of interest to be published in the Lifeline.
- Develop and implement methods to gather interesting news for publication.
- Assist the editor in the preparation and editing of news material.
- Ensure that all Lifeline articles, stories, humorous material and public service announcements conform to the Twelve Traditions.
- Ensure that all Intergroup special events are prominently exhibited in the Lifeline on a timely basis.
- Assist with distribution of Lifelines to other AA entities if requested (eg. other Intergroups)
- In addition to Board meetings, time allocation to complete above tasks averages **3-4** hours per month.

Section 2.4 **Public Information Committee Chair.**

- Employ all news and information media practical to deliver the message of Alcoholics Anonymous.
- Develop and implement plans for public displays showing that A.A. is available and how to contact the fellowship.
- Coordinate with organizations that provide A.A. speakers to outside entities, and opportunities to introduce A.A. to general public through "Who we are, and who we are not" themed Fair Booths, conventions & community workshops)
- Represent Orange County in Area & District general service public information committees.
- Adhere to A.A. traditions in all public service announcement medium.
- In addition to Board meetings, time allocation to complete above tasks averages **10**+ hours per month.

Section 2.5 **Special Events Committee Chair.**

- Responsible for conducting all of the Intergroup sponsored special events including the following: Annual family picnic. Central Office open houses and any other special events as desired by the Intergroup Association.
- Appoint special event subcommittees as required.
- Coordination with Lifeline Committee to ensure special events are advertised in the Lifeline magazine on a continuing basis.
- Inform the Service Board of proposed special events prior to finalizing any plans.
- Approve purchases and make expenditures for special events activities.
- Adhere to A.A. traditions in the execution of all special events and any announcement of such.
- In addition to Board meetings, time allocation to complete above tasks averages **2-4** hours per month.