

BALLOT OF OFFICERS/BOARD MEMBERS

OFFICERS

Officers shall be elected and installed at the Annual June meeting. Nominations of eligible individuals (see eligibility requirements for each elected officer) can be made by groups. Group nominations can be submitted on the ballot circulated by the Intergroup during its April meeting. The Intergroup is responsible for finalizing a ballot of eligible candidates, from the floor, if necessary, at the June meeting. A simple majority of the Intergroup membership is needed for election. Positions left vacant before term expirations shall be filled by the Intergroup at special elections from qualified candidates.

PRESIDENT/CHAIRPERSON: The President/Chairperson is elected for a one (1) year term, but not to exceed three (3) consecutive terms.

Requirements:

1. Three (3) years of sobriety
2. A member of the Intergroup for six (6) months
3. To preside over Intergroup meetings
4. To appoint special committees as authorized by the Intergroup
5. Vote as a tie breaker only

CANDIDATES: _____

Contact info: _____

VICE CHAIRPERSON: The Vice Chairperson is elected for a one (1) year term, but not to exceed three (3) consecutive terms. The Vice Chairperson is a voting member of Intergroup.

Requirements:

6. Three (3) years of sobriety
7. A member of the Intergroup for six (6) months or prior Intergroup experience

Duties:

8. To preside over Intergroup meetings in the absence of the President/Chairperson
9. To inform Group Secretaries concerning the non-attendance of Group Representative at Intergroup meetings
10. To act as an Intergroup member-at-large to promote Intergroup participation among the local groups

CANDIDATES: _____

Contact info: _____

RECORDING SECRETARY: Elected to a one (1) year term by the members of the Intergroup. The Recording Secretary is a voting member of Intergroup.

Requirements:

11. One (1) year of sobriety

Duties:

12. To keep minutes of Intergroup meetings
13. To keep an accurate attendance of Group Representatives at Intergroup meetings and to provide same to the Vice Chairperson

CANDIDATES: _____

Contact info: _____

TREASURER: Elected to a one (1) year term by the members of the Intergroup. The Treasurer may serve consecutive terms. The Treasurer is a voting member of Intergroup.

Requirements:

14. Three (3) years sobriety
15. Six (6) months on the Intergroup
16. Basic knowledge of fiduciary responsibilities, cash accounting and computer skills

Duties:

17. Maintain records and ledgers necessary for accurate financial reports
18. Prepare monthly income and expense statements and statements of cash assets and present same at Intergroup meetings
19. Furnish to audit committee the financial records and statements necessary to conduct the audit and committee audit report. The audit report will be presented to the May Intergroup meeting
20. The Intergroup shall assign any additional duties
21. Payments exceeding one-hundred dollars (\$100.00) will not be made without Intergroup approval unless, as a result, of the approved annual budget.

CANDIDATES: _____

Contact info: _____

CENTRAL OFFICE MANAGER: Paid position employed by the River Cities Central Office, Inc.

Requirements:

- 22. Two (2) years sobriety
- 23. Computer and office management skills
- 24. River Cities Central Office, Inc. sets employment conditions, hours and approves overtime

Duties: (not an inclusive list of all duties)

- 25. Responsible for the operation of the Central Office
- 26. Responsible for the preparation of correspondence and reports requested by the Intergroup, its officers and committees.
- 27. A voting member of Intergroup
- 28. Responsible for the maintenance of virtual telephone system and website
- 29. Recruit, train and supervise telephone volunteers.
- 30. Make monthly follow-up calls to telephone volunteers.
- 31. Follow the AA Guidelines on Central or Intergroup Offices

The hiring of paid personnel must be proposed to and approved by Intergroup. Job requirements and duties will be published in the office newsletter for a minimum of one (1) month to solicit applicants.

The President/Chairperson will appoint a committee comprised of three (3) Intergroup members to screen applicants. The screening committee will recommend applicants to the Intergroup and the Intergroup will make the final selection.

CANDIDATES: _____

Contact info: _____

COMMITTEES

PUBLIC INFORMATION COMMITTEE: (PI Committee)

Chairperson: Elected to (1) one-year term by the Intergroup. The PI Chairperson is a voting member of Intergroup.

Requirements:

- 32. Two (2) years sobriety

Duties:

- 33. To manage the dissemination of AA information to professional, public, and civic organizations.
This is to be consistent with AA Traditions and the Public Information Workbook.

CANDIDATES: _____

Contact info: _____

NEWSLETTER CHAIRPERSON: Elected to a one (1) year term by the Intergroup. The Newsletter Editor is a voting member of Intergroup.

Requirements:

34. One (1) year sobriety and writing skills.

Duties:

35. To prepare, publish and distribute a monthly newsletter. The newsletter should include:
 - a. A digest of the Intergroup minutes
 - b. Committee activities
 - c. Monthly report of group contributions
 - d. AA social events
 - e. Any other material that the editor and Intergroup deems worthwhile.

CANDIDATES: _____

Contact info: _____