

SERVICE POSITION JOB DESCRIPTION

POSITION: INTERGROUP TREASURER/SECRETARY

Records meeting minutes and keeps sensitive and vital records for the Intergroup, such as bank account information, an original copy of the most current meeting list, and website and email passwords. Manages contributions and literature money received from groups and pays the Intergroup's expenses (Website fees, event costs, literature purchases, F.W.S. donations).

Qualifications

1. Lives out a lifestyle of SLAA Recovery as encouraged in the five "s" areas mentioned in our preamble (self-defined sobriety, sponsorship/meetings, service, step work, and spirituality).
2. Willingness to attend IG meetings (currently bi-monthly).
3. Must be detail-oriented and computer/internet savvy due to our use of Google Docs and programs like Word to record minutes.
4. Must have time available and the confidence of the Intergroup, plus the ability to listen to all viewpoints.

Responsibilities

1. Regular participation at his/her/their/their/their home SLAA group.
2. Using the agenda created by the chairperson, record accurate, written minutes of each Intergroup Meeting confidentially and securely.
3. Provides a finished copy of said minutes to the Intergroup for approval by the next scheduled Intergroup Meeting.
4. Maintain a current and up-to-date meeting list and communicate any changes to the IG Website Volunteer and FWS as needed.
5. Maintains a current and up-to-date list of bank account information, passwords, and log-in info for any electronic accounts such as websites, emails, etc.
6. Updates and maintains the IG Google Listserv to reflect current IG Committee members
7. Prepare a written and up-to-date financial report to the Intergroup, including current checking account balance, cash flow, donations received, outstanding payments, expenses, and pending expenditures for approval.
8. Pays the Intergroup expenses for resources used as designated by the Intergroup to support its mission.
9. Maintains a current and up-to-date list of bank account information, passwords, and login information.
10. Supports the mission of the Intergroup and S.L.A.A. as a whole by voting his or her conscience.

Term and Method of Election

It is suggested that Secretary/Treasurer be nominated and elected by the members of the Intergroup to serve in that position for two years, with a term limit of two service terms. An alternate Secretary/Treasurer may be elected simultaneously if the Secretary/Treasurer cannot attend all Intergroup meetings and share in the responsibilities of the Secretary/Treasurer position.