KANSAS CITY AREA GA INTERGROUP

**OFFICER AND COMMITTEE DESCRIPTION**

All Chairperson positions are for one year except for Area Trustee, which is a two year term elected in even years. Nominations will be in May of each year and elections will take place in June of each year. Officers, Chairperson and committee member will serve July to June.

Position descriptions give an overview of duties and responsibilities and are not exhaustive.

Group Representative: Each meeting night group is suggested to designate/elect two “Group Representatives”. These representatives are responsible for attending the Intergroup meetings, bringing any group meeting’s concerns to Intergroup, reporting back to respective meeting groups, and vote for the meeting group. Suggested clean time for “Group Representatives” is six months. Any “Group Representative” may also serve Intergroup as an officer, committee chairperson, and/or committee member.

Chairperson: This person is responsible for leading the Intergroup meetings and preparing the agenda. The “Chairperson” must have one year of clean time.

Assistant Chairperson / Secretary: This person is responsible for recording the minutes of Intergroup, submitting anniversaries to I.S.O., updating the Kansas City Area Meeting list. In the absence of the “Chairperson”, the “Assistant Chairperson / Secretary” will take on the duties of the “Chairperson”. Suggested clean time is six months.

Treasurer: This person is responsible for all budgeting aspects such as collecting money from the area groups for the Intergroup purposes and paying debt obligations of intergroup, which may include - Hotline, I.S.O., fundraisers, Literature, Area Trustee donations, website and social activities. “Treasurer” must have two years of clean time. The checking account for Intergroup shall have two current members as signators to the account. Each person will have two years of clean time.

Mini Conference Chairperson and Committee: This Chairperson is responsible for coordinating all aspects of the annual conference and overseeing all subcommittee chairpersons and members. Suggested clean time for “Mini Conference Chairperson” is one year. Suggested clean time for committee members is 90 days.

# Pressure Relief Chairperson and Committee: The Chairperson is responsible for coordinating pressure relief group meetings for all area groups and training the committee members to hold pressure relief group meetings. Training will be provided to all members interested in serving on this committee. Suggested clean time for the “Pressure Relief Chairperson” is one year. Committee members should have six months of clean time.

Public Relations Chairperson and Committee: The “Public Relations Chairperson” is responsible for responding to all requests from the media, counselors, etc., received on the Hotline; making sure that the GA public relation brochures are restocked and updated as necessary, and communicating with the committee members. Suggested clean time for “Public Relation Chairperson” is one year. Committee members are suggested to have 90 days of clean time.

Social Committee Chairperson and Committee: The Chairperson is responsible for planning and organizing the potluck dinners, the summer event (picnic or Royals game), and any other activities that members may have an interest in (e.g., possibly establishing an outing of some sort). Suggested clean time for “Social Committee Chairperson” is one year. Committee members are suggested to have 90 days of clean time.

Telephone Hotline Chairperson and Committee: The Chairperson oversees the hotline and organizes setting up volunteer members to answer calls on a rotation as seems fit for volunteers. “Telephone Hotline Chairperson” must have one year of clean time. Volunteer members must have six months of clean time.

Area 8B Trustee: This is a 2-year position elected in even years. The “Area Trustee” must have two years of clean time and is responsible for attending at least one national conference per year and keeping in contact with all groups in Area 8B (Includes: Kansas, Nebraska, Western Missouri and Western Iowa.). The groups in Area 8B will reimburse the “Area Trustee” for the cost of attending one inter-national conference per year, and if possible two national meeting per year.

Intergroup Literature Chairperson: This person is responsible for purchasing of literature and distribution of literature for meeting groups that elect to have intergroup responsible for literature. Current Inventory will be sold first then orders for literature from ISO will make up the difference. The cost of the literature to meeting groups will include any taxes or postage for the order as appropriate. All orders will be pre-paid to the “Intergroup Literature Chairperson’ before the order is sent to ISO. Receipts from ISO and money from the meeting groups shall be turned over the “Treasurer” for reporting purposes. “Intergroup Literature Chairperson” must have one year of clean time, and is elected for one year.

Fundraising Chairperson and Committee: This person is responsible for seeking and putting in to action possible fundraising activities to help insure the viability of Intergroup and ISO. “Fundraising Chairperson” suggested clean time is one year and is elected for one year. Committee member suggested clean time is 90 days.

Website Chairperson and Committee: This person is responsible for the upkeep of the KCGA website, and the updating of meeting groups, intergroup and mini conference information. “Website Chairperson” should have one year of clean time, and is elected for a one year term. Committee members suggested clean time is six months.