

## May 13, 2020 Ottawa Area Intergroup Meeting

### Attendance (Intergroup Board)

Position	Name	Position	Name
Chair	Harry B.	Literature	Doris M.
Vice-Chair	Frank O.	Webmaster	Carolyn O.
Secretary	Charlene S.	Newsletter	Jeff F.
Treasurer	Sandy C.	Spring Conference	Cindy E-M. (absent)
TAS Coordinator	Al L.	Eastern Ontario Conference	Richard C.
12 Step Coordinator	Natalie L.		

### Groups in Attendance

B-United, Barrhaven Tuesday Night, Beacon Hill, Beyond Belief Secular Group, By the Book, Freedom Group, Fellowship Group; Hand-in-Hand, Kanata Remember When, Lunch with Bill, New day, Oasis, Parkwood Hills, Podium Hill, Queensway Carleton, Search for Serenity, Second Chance, Sisters of Sobriety, Step by Step, Step Sisters, Uptown, Vanier early birds, Venture Group, Westboro Big Book Study Group, West End Group, Women in Step.

### Opening and Introductions

Chair opens the meeting at 7:06pm with a moment of silence, followed by the Serenity Prayer and the reading of the 12 Traditions;

Roll Call and Voter count: 35 voters; 5 non-voters

April Minutes were approved, pending addition of date and removing the word “business” from the Group Census 2020 from the *Feedback* section.

Motion to accept with the above changes: Frank O (Vice-chair)

Seconded: Representative from Step by Step

### Reports:

#### **Chair (Harry B.):**

- 1) Online meetings: meetings are going more smoothly, with groups using suggested best practices such as selecting a co-host to help monitor attendees, additional Zoom features such as waiting rooms.
- 2) Intergroup Office: We are still paying full rent, even though the office remains closed. The Bronson Centre elected not to apply for government funding, and will not be asking tenant for reduced rent. The Chair checked on the office and ensured everything was safe;
- 3) Other Area Intergroup meetings: Chair met with other Area Intergroups Reps to discuss best practices, including balancing security and anonymity with being open and welcoming to newcomers. And how to remain self-sustaining.
- 4) New COVID-19 committee: please see info in “New Business” section.

#### **Vice-Chair (Frank O.):**

- 1) Nothing to report.

#### **Secretary (Charlene S.):**

- 1) Requests that groups continue to submit their 2020 Group Census forms online to [secretary@ottawaaa.org](mailto:secretary@ottawaaa.org)

**Treasurer (Sandy C.): (see attached Reports)**

- 1) OAIG Finances: We currently have over 20k at our disposal, with monthly costs sitting at around \$1,300 (rent, internet and phone bills, etc.). As it stands, Treasurer feels that Intergroup is in good shape to survive a further six months if necessary;
- 2) Special “COVID-19 Story Report”: Treasurer submitted to the group a special report to show how finances have been affected by the pandemic (from March 1 to May 13 2020); Income is still lower than last year, even though donations in April came to ~2k. Total losses during this time-frame added up to around \$440;
- 3) Online banking: Intergroup can now accept e-transfers; please send to [treasurer@ottawaaa.org](mailto:treasurer@ottawaaa.org).

**TAS Coordinator (Al. L.):**

- 1) Volunteers: Several groups and individuals who have volunteered for shifts have not shown up for their commitments. Coordinator requests that groups call beforehand if they are unable to make their commitment. 5-6 new volunteers started answering calls;
- 2) TAS Statistics: 216 calls, 55 voicemails, 30 calls after 10pm, 161 remotely-answered calls, 103 assigned shifts (86%).
- 3) Training: Still looking for volunteers, especially during Covid-19. TAS training is available online, and takes a very short amount of time. Contact [TAS@ottawaaa.org](mailto:TAS@ottawaaa.org)

**12-Step Coordinator (Nathalie L.):**

- 1) Some newcomers have expressed discomfort in joining online meetings for their first time; Coordinator has asked volunteers from 12-Step list to maintain contact with newcomers to answer their questions,
- 2) Volunteers: 5 new volunteers added to the 12-Step list in April
- 3) Mini-Meetings: Since AA members can no longer take a newcomer out for coffee, some groups have been having mini-meetings before or after the main meeting, or connecting elsewhere. This has been working well.

**Literature Coordinator (Doris M.):**

- 1) Requests for literature: Coordinator has created content for OPP newsletter, including information on how to access free literature online;
- 2) Direct newcomers to these free on-line items and perhaps use these to work with the newcomers.

**Newsletter Coordinator (Jeff F.):**

- 1) May edition: Coordinator focusing on real stories that will be of help to AA members, such as interviews with people on how COVID-19 has affected them and their recovery;
- 2) New feature: Section called “Creative Corner” started as a way for people to be creative and to share their poems, artwork, photos etc. with others;
- 3) Copies remain available only online..

**Webmaster (Carolyn O.):**

- 1) Updates to website: Newsletter is more prominently featured on the page, Meeting lists are continually being updated, new contact form options are available to make sending emails to Committee members more efficient;
- 2) AA Updates and Announcements: Group Members can subscribe on the website to receive updates and announcements;
- 3) Online contributions: Groups continue to add 7th tradition buttons or e-transfer information to their group's pages; information on how to do this is available on the website.

**Spring Conference Chair (Cindy E-M.) : ABSENT**

**Eastern Ontario Conference Chair (Richard C.):**

- 1) Proceeding with Eastern Ontario "Fall" Conference (EOC): Currently, the EOC is not cancelled, and the Conference Committee is still able to hold it, if they have three months' notice. Speakers have been chosen, and the posters are ready for distribution if the Conference moves forward.
- 2) Hellenic Centre: Conference Chair will enquire with Hellenic Centre to see if they can give a sense of when they will be reopening, and will give a report at June Intergroup meeting;
- 3) Considerations discussed for whether to move forward or not: members may be fearful of gathering while others may be actively seeking opportunities to gather in-person if permitted, some provinces have stated that they will not be permitting large gatherings for months, while one group mentioned that their community centre may be open shortly. Hosting the Conference online could be a possibility, though would be a challenge.

**Policies & Procedures Committee (Sandy K ):**

- 1) The Committee asks that the group make a motion that: the March 29th document, distributed to the membership for review and entitled Policies and Procedures: Intergroup Purpose, Structure, Membership & Roles and Responsibilities of Directors, be approved as part of the Intergroup Policies and Procedures and Guidelines."
  - a) Motion to approve: Michel D. from Beyond Belief Secular Group  
Motion seconded by: Frank O. (Vice-Chair)
- 2) Note: At April's Intergroup meeting, the general consensus was that groups were unable to vote on the updated Policies and Procedures document, as many groups are not having business meetings, or have limited time during online business meetings. The group requested that the most up-to-date draft be distributed to Groups along with the May Minutes, so that they could discuss it at their upcoming business meetings.

**Old business:**

- 1) International Convention has been cancelled;
- 2) McNabb meetings continue to be cancelled.

**New Business:**

- 1) New committee: Chair would like to create a new committee to discuss planning for reopening post-COVID-19, including how to begin meeting in-person safely again, and suggestions for best practices to bring forward to groups.
- 2) Continued online meetings: Some people find online meetings easier to attend, and have suggested that online meetings continue after we are permitted to meet in-person again. Options include:
  - a) Some meetings being available online as well as in person, while taking into account anonymity concerns;
  - b) Introducing a recurring meeting similar to the McNabb meetings, where groups rotate monthly as hosts.

- 3) Volunteers: Chair requests that members who are interested in joining this committee contact him at [chair@ottawaaa.org](mailto:chair@ottawaaa.org)

Meeting closed at 8:26pm with the responsibility pledge.

**Next meeting: June 10th, 2020**



# Ottawa Area Intergroup of Alcoholics Anonymous

## Treasurer Report

### May 13, 2020

1. Cash in the Bank \$2806.06, value of GICs \$17365.51
2. Interac Etransfer to treasurer@ottawaaa.org
3. \$4386.50 in donations from groups and members since March 1.
4. Monthly expenses \$1320.03
  - a. Rent \$1038.72
  - b. Bank Charges \$25
  - c. Website \$81.90
  - d. Internet \$49.66
  - e. Telephone \$68.25
  - f. Software \$56.50

#### To Do

1. Continue to pay the bills.
2. Strive to improve the data.
3. Continue with zoom and practice social distancing.
4. Stay the blazes home



# Ottawa Area Intergroup of Alcoholics Anonymous

## INCOME AND EXPENSE COVID PERIOD

March 1 - May 13, 2020

	TOTAL
<b>INCOME</b>	
42000 Literature Sales	1,232.55
42050 Meeting List Sales	98.21
42150 Medallions & Other Sales	322.25
42200 Grapevine Sales	16.19
<b>Total Income</b>	<b>\$1,669.20</b>
<b>COST OF GOODS SOLD</b>	
50000 Cost of Goods Sold	
51210 Literature	945.92
51220 Meeting Lists	94.59
51240 Medallions & Other	217.16
51250 Grapevine	14.76
<b>Total 50000 Cost of Goods Sold</b>	<b>1,272.43</b>
<b>Total Cost of Goods Sold</b>	<b>\$1,272.43</b>
<b>GROSS PROFIT</b>	<b>\$396.77</b>
<b>EXPENSES</b>	
50001 Inventory Adjustment Account	66.24
50340 Depreciation	5.00
51000 Office Expenses	
51050 AA Web Site	247.38
51070 Internet	131.85
51091 Water Cooler - Water	26.55
<b>Total 51000 Office Expenses</b>	<b>405.78</b>
51010 Rent Mc Nabb Community Centre	160.00
51020 Rent Mac Hall- Intergroup	46.00
51030 Bronson Office Rent & Parking	3,116.16
51040 Telephone	181.20
51080 Insurance	412.60
51096 Office Cleaning & Supplies	120.00
51112 Salaries and Wages	972.46
51114 Employers Payroll Tax Expenses	
51116 CPP Expense	24.59
51117 EI Expense	-4.58
<b>Total 51114 Employers Payroll Tax Expenses</b>	<b>20.01</b>
51120 Bank Charges	74.65
51121 QuickBooks Payments Fees	150.00
51230 Newsletters Printing Costs	125.00
Ministry of Finance (ON) Expense	125.28
<b>Total Expenses</b>	<b>\$5,980.38</b>
<b>OTHER INCOME</b>	
42220 McNabb Meeting 7th Tradition	48.85
42250 Group /Individual Contributions	4,386.60
42300 Net Spring Conference Income	
42311 Sales Spring Conf. Banquet	438.05
42313 Spring Conf Day Tickets & 7th	20.00
42315 Group Donations Spring Conf	250.00
<b>Total 42300 Net Spring Conference Income</b>	<b>708.05</b>
<b>Total Other Income</b>	<b>\$5,143.50</b>
<b>PROFIT</b>	<b>\$ -440.11</b>

# Ottawa Area Intergroup of Alcoholics Anonymous®

Policies and Procedures: Intergroup Purpose, Structure,  
Membership & Roles and Responsibilities of Directors

March 29, 2020

\*Note: This document is only one part of the overall policies and procedures document. Other sections will be provided for review and approval by the membership as they become available.

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## Revision Log

Revision Number	Revision Date (mm/dd/yyyy)	Nature of Revision	Date Approved (Membership)
.95	02-03-2020	Initial Draft	
1.0	02-23-2020	Updates recommended from Intergroup Board	
1.1	03-05-2020	Updates recommended from Intergroup Board	
1.2	03-29-2020	Updates recommended from Intergroup Board and Beacon Hill	

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# About Ottawa Area Intergroup

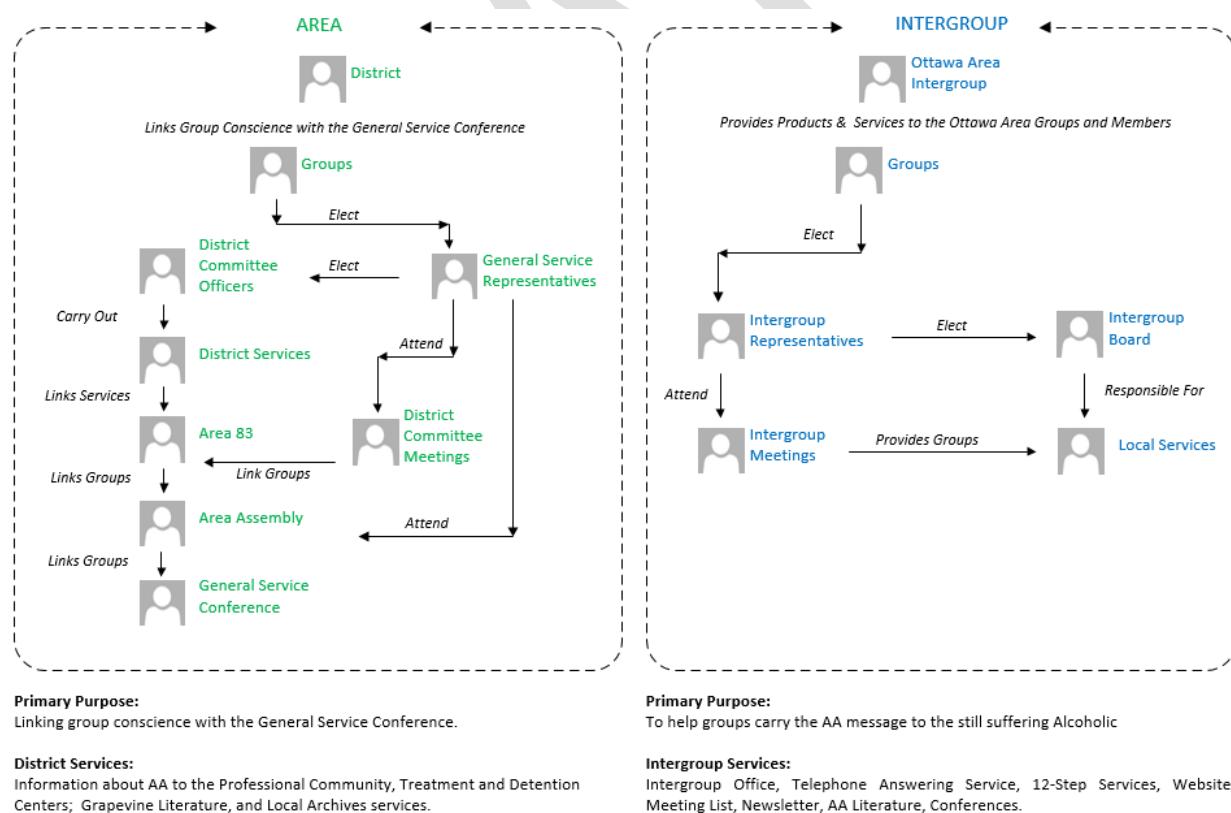
## 1. Purpose

Intergroup is a service committee established pursuant to the Ninth Tradition of Alcoholics Anonymous to operate on behalf of the participating individual groups of Alcoholics Anonymous in the Ottawa area in accordance with the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

## 2. Structure

### Relationship to General Service Structure (A83/Districts)

Intergroup primarily services groups in three Area 83 Districts; District 54 (Bytown), District 58 (East Ottawa) and District 62 (West Ottawa). While the districts are responsible for linking group conscience with the General Service Structure and providing information and services about AA to and through the Professional Community, it is Intergroup's responsibility to help groups carry the AA message to the still suffering Alcoholic. It does this through a service center in Ottawa, known as the Ottawa Area Intergroup Office of Alcoholics Anonymous.



**Image 1**

The Ottawa Area Intergroup Office of Alcoholics Anonymous provides products and services including but not limited to; a Telephone Answering Service; a 12-Step Call List; a Local Website; a Meeting List; a Newsletter; Events including the Eastern Ontario Conference and the Spring Conference known as the Springathon; and a large selection of AA Approved Literature.

The Ottawa Area Intergroup Office of Alcoholics Anonymous is open to all, and is self-supporting primarily through voluntary contributions from participating groups, individual members and proceeds received through literature sales.

### **3. Members**

#### **Intergroup Representatives**

Intergroup Representatives are AA members elected by their respective groups to participate in the operations of Intergroup, on behalf of the group.

It is desirable that group representatives, have at least one year of continuous sobriety, be active members of the group they represent and be willing to become familiar with the services offered by Alcoholics Anonymous.

An Alcoholics Anonymous group may signify its intention to join Intergroup by registering the following information with the Intergroup Secretary: Group Name, Location, Type, Day(s), Time(s), Elected Representative and Alternate Elected Representatives Name, Email Address, Phone Number.

#### **Intergroup Officers**

There are eleven Intergroup officers elected to sit on the Intergroup Board of Directors which serves as an Operating Committee for the Intergroup.

Eight of the officers are Directors in accordance with the Ontario Corporations Act. Directors of the Intergroup Board are considered members. The offices associated with those seats are chair, vice-chair, secretary, treasurer, telephone answering coordinator, webmaster, newsletter editor, and literature coordinator.

The 3 additional officers are the Springathon chair, the Eastern-Ontario Regional Conference chair, and the 12 step coordinator who are considered members but not directors. Other officers may be elected in accordance with the bylaws.

Officers and directors are elected by vote in December of each year or at a membership meeting during the year, should a vacancy occur. Should a vacancy occur in the final three months of a term, the remaining members shall continue with the reduced number so long as requirements for a quorum can be met.

Should vacancy occur in the office of the chair, the vice-chair becomes the chairperson. Should a vacancy occur in the office of the vice-chair, the vacancy shall be temporarily filled by a currently serving member of the board, as chosen by the board. The same holds true for sub-committee vacancies. Such temporary appointments will be subject to ratification at the first Intergroup meeting after the vacancy until the position can be filled permanently by election.

Board meetings shall be held monthly. Four members including the chair or the vice-chair, shall constitute a quorum. Members of the board have an equal voice and vote at board meetings.

If any member of the board has a perceived conflict of interest, such member shall recuse themselves from the discussion and from the vote pertaining to the matter.

No member of the board may serve as an Intergroup representative or sub-committee chair unless otherwise agreed to by the membership with substantial unanimity.

Members of the board shall hold office for a two-year term with exception of the Eastern-Ontario Regional Conference chair and the spring conference chairs who will hold office for a one-year term.

No member of the board shall be eligible for re-election to the same position upon expiration of their term on the board until 24 months have lapsed.

Following elections in December, the rotation of the newly elected board will take place at the conclusion of the Intergroup meeting in January.

#### **4. Roles and Responsibilities of Directors**

Below is an overview of each position with a description of the role, responsibility, duties and suggested qualifications for each position.

All directors are required to operate in accordance with the Corporate By-Laws as amended from time-to-time by the members. The policies and procedures describe in further detail how the operations of Intergroup are conducted. All directors should have legal capacity to sit on the board under the applicable legislation.

Directors shall be guided by the 12 Traditions and 12 Concepts of AA.

## **Chairperson**

This is a position of responsibility ensuring the smooth functioning of the Ottawa Area Intergroup Office of Alcoholics Anonymous, the board of directors for Alcoholics Anonymous in Ottawa, its sub-committees and membership. By virtue of election to the position, the chairperson is the president of the non-profit corporation known as Ottawa Area Intergroup. The chairperson shall ensure to the best of their ability, the operations of Ottawa Area Intergroup are carried out in accordance with applicable legislation. If the need arises, the chairperson shall appoint a governance advisor with knowledge of applicable legislation to aid in carrying out related duties.

### **Qualifications:**

A chairperson should generally have at least 5 or more years of continuous sobriety.

The out-going vice-chairperson is generally appointed as the chairperson.

If for whatever reason the vice-chairperson is not appointed as chairperson, the qualifications of the vice-chairperson position shall apply.

The chairperson needs to have the time and energy to serve Intergroup well.

### **Duties:**

As determined by the group conscience of the Intergroup body, the chairperson shall:

- Preside at monthly membership meetings of Intergroup.
- Preside at Intergroup board meetings.
- Sit as a member of the Policy and Procedures Committee.
- Familiarize themselves with the day-to-day functioning of the Intergroup office.
- Act as a signing officer for the Intergroup.
- Review the bank statement, bank reconciliation and related documentation each month.
- Be responsible for the general management, supervision and coordination of the affairs and operations of Intergroup between meetings including the supervision of all employees and daytime volunteers who will report to the chairperson or other board member that may be appointed by the chairperson from time to time.
- Act as an ex officio member of all committees of Intergroup. May appoint a delegate to sit on certain committees.
- Sign all by-laws and other documents requiring execution on behalf of Intergroup with the secretary or other officer appointed by the board of directors for that purpose.

- Oversee the general management of the McNabb meeting.
- Arrange an annual review of financial statements in accordance with generally accepted standards for review engagements.
- Respond to, or manage correspondence directed to the Ottawa Area Intergroup general email address.

### **Vice-chairperson**

This is a position of responsibility as this person takes on the duties of the chairperson in his/her absence.

The vice-chairperson will also perform such duties as may be delegated to him/her by the chairperson.

### **Qualifications:**

A vice-chairperson should generally have at least 4 or 5 years of continuous sobriety.

A vice-chairperson should generally have served as an Intergroup Representative on behalf of a home group.

The vice-chairperson needs to have the time and energy to serve Intergroup well.

### **Duties:**

As determined by the group conscience of the Intergroup body, the vice-chairperson shall:

- Act as a signing officer for Intergroup.
- Attend monthly meeting of Intergroup and Intergroup board meetings.
- Act as a liaison officer between Intergroup and its subcommittees as the chairperson may designate
- Report subcommittee activities to the Intergroup board.
- Fill vacancy of chair on such Intergroup subcommittees in a non-voting, interim capacity.
- Encourage members to respect the principles expressed in the Twelve Traditions, Twelve Concepts and the Intergroup Operating Policies and Procedures and Guidelines.
- Familiarize themselves with the Intergroup staff and their duties.
- Encourage unity and participation of the groups in the Intergroup service area.

## **Secretary**

As determined by the group conscience of the Intergroup body, the secretary shall attend all meetings of members and the board of directors and keep an accurate record of facts and minutes of all meetings, as well as the names of all members attending the meetings. The secretary will maintain an up-to-date list of all participating groups of Alcoholics Anonymous and be responsible for maintaining and updating the lists of motions of continuing effect for the regular Intergroup meeting and also for the executive meeting.

## **Qualifications:**

A secretary should generally have at least 2 or 3 years of continuous sobriety. Should have general computer skills, preferably with Microsoft Office (Word, Excel). Should have previous Intergroup service experience.

## **Duties:**

As determined by the group conscience of the Intergroup body, the secretary shall:

- Attend monthly meeting of Intergroup and Intergroup board meetings.
- Keep complete and accurate record of facts and minutes of all meetings.
- Keep a current list of the names of all members attending meetings.
- Distribute minutes to group representatives and directors as soon as possible after each meeting of members.
- Maintain an up-to-date list of all participating groups of Alcoholics Anonymous together with the contact information of the group representatives their alternates and the director members.
- Share correspondence received by Intergroup since the previous meeting, report on action taken and, when appropriate, seek the guidance and direction of Intergroup on the preparation of appropriate responses to such correspondence.
- Give all notices required to be given to members and to directors.
- Be the custodian of the seal of Intergroup and of all books, papers, records, correspondence, contracts and other documents belonging to Intergroup which will be kept at the Intergroup offices and may be produced only when authorized by a resolution of the members or the board of directors.
- Responsible for maintaining and updating the lists of motions of continuing effect for the regular Intergroup meeting and also executive meetings.
- Post membership minutes to website.

## **Treasurer**

As determined by the group conscience of the Intergroup body, the treasurer shall:

The treasurer will keep full and accurate accounts of all receipts and disbursements of Intergroup in proper books of account and will prepare financial statements in accordance with generally accepted accounting principles (GAAP). The treasurer will deposit all moneys or other valuable effects in the name and to the credit of Intergroup. The treasurer will also act as a financial advisor to all committees and will perform such other duties as may from time to time be determined by Intergroup or the board of directors.

### **Qualifications:**

Should have at least 3 years of continuous sobriety and a knowledge of bookkeeping and financial reporting.

Should have general computer skills, preferably with Microsoft Office (Word, Excel) and accounting software.

Should have previous Intergroup service experience.

### **Duties:**

As determined by the group conscience of the Intergroup body, the treasurer shall:

- Keep full and accurate accounts of all receipts and disbursements of Intergroup in proper books of account and will prepare financial statements.
- Deposit all moneys or other valuable effects in the name and to the credit of Intergroup in such bank or banks as may from time to time be designated by the board of directors.
- Establish proper bank accounts.
- Disburse the funds of Intergroup under the direction of the board of directors, taking proper vouchers therefore,
- Attend monthly meeting of Intergroup and Intergroup board meetings.
- Provide to the Intergroup Membership for approval at its monthly meetings financial statements (profit and loss and balance sheet) for the previous month's operations.
- Act as a signing officer for Intergroup.
- Submit an annual budget forecast to the board for review and approval prior to presentation to the Intergroup Membership for approval.
- Ensure appropriate banking and security measures are in place, including access to appropriate passwords.
- Present to Intergroup an annual statement of financial position and statement of operations which have been subject to 3<sup>rd</sup> party review in accordance with generally accepted standards for review engagements, and as determined by the membership.

- Oversee all bookkeeping, leases, contracts, etc. on behalf of Intergroup.
- Represent Intergroup in discussions with our insurance representative and oversee the general management of i) Office Insurance ii) Directors' and Officers' Liability Insurance iii) Master Policy for Insurance for member groups.
- Keep any and all sensitive information secure and in strict confidence.
- Act as a financial advisor to all committees and perform such other duties as may from time to time be determined by Intergroup or the board of directors.

### **Telephone Answering Coordinator**

As determined by the group conscience of the Intergroup body, the telephone answering coordinator shall:

Co-ordinate group and individual responsibility for the maintenance of a telephone answering service on behalf of Intergroup which will operate twenty-four (24) hours each day and respond to all "Twelve Step" calls for assistance and produce a monthly schedule.

#### **Qualifications:**

Should have at least 3 years of continuous sobriety with good organizational and communication skills.

Should have general computer skills, preferably with Microsoft Office (Word, Excel). Should have previous Intergroup service experience.

#### **Duties:**

As determined by the group conscience of the Intergroup body, the telephone answering coordinator shall:

- Post and maintain an online telephone answering schedule.
- Recruit volunteer members to answer the phone at the Intergroup Office from 10:00 am to 10:00 pm Monday through Sunday.
- Develop and maintain training literature on how to answer incoming calls at the Intergroup Office.
- Provide in-house and off-site telephone answering system training to volunteers.
- Assist in the development and maintenance of policies, procedures and guidelines related to answering and responding to incoming calls at the Intergroup Office.
- Ensure VOIP modem is functioning 24 hours a day and advise the board when the system goes down so corrective action can be taken.
- Ensure procedures are in place that all calls that go to voice mail are responded to within a reasonable time.

- Ensure process is in place that 12-Step calls are forwarded to the 12-Step volunteers.
- Encourage telephone answering service volunteers to follow the Twelve Traditions and the Policies, Procedures and Guidelines related to their position as published by Intergroup.
- Attend monthly membership meetings of Intergroup and Intergroup board meetings and report the number of 12 step calls coordinated as recorded in the daily log (online or in office). Report the number of incoming calls and TAS positions filled for the month.
- Organize a telephone answering system display table at Intergroup events where possible.
- Liaise and coordinate activities with 12-step coordinator.
- Provide annual statistics to the board including but not limited to: The number of incoming calls; calls answered by location (remote or not); calls not answered; shifts filled; shifts not filled; number of volunteers.

### **Literature Coordinator**

As determined by the group conscience of the Intergroup body, the literature coordinator shall:

Train office volunteers on literature order transactions; keep literature supplies in order and in-stock; and organize a literature table at Ottawa area AA events whenever possible.

#### **Qualifications:**

Should have at least 5 years of continuous sobriety, detail oriented with good organizational and communication skills.

Should have general computer skills, preferably with Microsoft Office (Word, Excel). Should have previous Intergroup service experience.

#### **Duties:**

- Assist the Intergroup chair in managing the intergroup office upkeep and maintenance.
- Monitor inventory levels to ensure an adequate supply.
- Advise the board and membership of new publications available from AAWS and the Grapevine.
- Communicate AA approved literature and other approved supply (medallions, chips, slogans, steps, traditions, concepts blinds) order requirements to Office Administrator.
- Reconcile inventory received against orders placed.
- Request the office administrator to report and resolve order discrepancies with the supplier.

- Forward all invoices and packing slips for goods received to Office administrator for processing.
- Mark price and book code on inside cover of all books for sale.
- Request the office administrator to set up new inventory items in QuickBooks.
- Request the office administrator and webmaster to update all price lists.
- Take mid-year and year-end inventory.
- Recruit volunteers to help take inventory.
  
- Report any inventory adjustment(s) to the treasurer.
- Train office volunteers on literature order transactions and related telephone answering techniques.
- Organize a literature table at Ottawa area AA events whenever possible.
- Recruit volunteers to help with the literature table at Ottawa area AA events.
- Label inventory shelving accurately and keep shelves neat and orderly.
- Provide annual statistics including but not limited to: The number of pamphlets provided, meeting lists provided, books provided.
- Update and produce price lists for use by the front-desk volunteers.
- Liaise with webmaster to ensure the on-line ordering system accurately reflects inventory availability.

### **Newsletter Coordinator**

As determined by the group conscience of the Intergroup body, the Newsletter Coordinator shall:

Prepare and publish *Our Primary Purpose* in accordance with the Twelve Steps, Twelve Traditions and Twelve Concepts of AA as often as Intergroup may determine necessary. Engage and chair a newsletter committee to prepare submissions for board approval.

### **Qualifications:**

Should have at least 5 years of continuous sobriety with good organizational and communication skills.

Should have strong English grammar and writing skills and copyright/licensing awareness and compliance.

Should have general computer skills, preferably with Microsoft Office (Word, Excel).

Should have previous Intergroup service experience.

Should have clear understanding of AA Steps, Traditions and Concepts and how to apply them in publishing AA material.

Should be able to establish and chair the Primary Purpose Committee to include individuals with basic graphic editing skills and a working knowledge of Adobe Acrobat.

Should be able to engage the membership to provide articles for print in *Our Primary Purpose*.

**Duties:**

- Prepare and publish *Our Primary Purpose* in accordance with the Twelve Steps, Twelve Traditions and Twelve Concepts of AA as often as Intergroup may determine necessary.
- Engage a newsletter committee.
- Plan, design and approve layout and content for *Our Primary Purpose*.
- Liaise and coordinate with *Our Primary Purpose* service providers i.e., printer
- Liaise with other AA service arms providing content for publication.
- Engage AA members to provide content for the newsletter.
- Chair *Our Primary Purpose* committee meetings as required.
- Create and obtain AA content for *Our Primary Purpose*.
- Edit submissions as required.
- Edit and approve *Our Primary Purpose* for submission to the board for final approval before publishing.
- Provide annual statistics on the number of newsletters distributed and the number of on-line subscribers/viewers.

**Website / Email Coordinator (Webmaster)**

As determined by the group conscience of the Intergroup body, the website/email coordinator shall:

Develop and maintain Ottawa Area Intergroup websites; regularly update and publish a printed directory of AA groups and meetings in Ottawa and surrounding areas; update and maintain Intergroup Office electronic and/or computer equipment and software.

**Qualifications:**

- Should have at least 5 years of continuous sobriety with good organizational and communication skills.
- Should have strong grammar and writing skills and copyright/licensing awareness and compliance.
- Should have general computer skills, preferably with Microsoft Office (Word, Excel).
- Should have previous Intergroup service experience.
- Should have clear understanding of AA Steps, Traditions and Concepts and how to apply them in publishing AA material.
- Should be able to establish and chair the Website Committee to include individuals with required skills.

**Duties:**

- Develop and maintain Ottawa Area Intergroup website(s).
- Maintain and ensure Intergroup office electronic and/or computer equipment and software are in good working order.
- Update and publish (with local printer) a printed directory of AA groups and meetings in Ottawa and surrounding area as needed.
- Keep Intergroup online meeting list synchronized with GSO Meeting Guide App.
- Facilitate posting board approved AA content to website including board and membership minutes.
- Liaise with other AA service arms providing content for online publication.
- Respond to website issues as they arise in a timely manner.
- Recommend technology upgrades and/or updates to website and office and telephone equipment for intergroup board and/or membership approval.
- Provide annual statistics on website activity including: Total unique website visits per year, average unique page visits per month; percentage mobile visits; number of visits by page.
- Provide annual statistics on the volume of email correspondence that flows through the office.

**12-Step Coordinator – (Elected Officer)**

As determined by the group conscience of the Intergroup body, the 12-step coordinator shall:

Engage members and provide training for members willing and able to carry-out Intergroup 12-step calls.

**Qualifications:**

Should have at least 3 years of continuous sobriety with good organizational and communication skills.

Should have general computer skills, preferably with Microsoft Office (Word, Excel). Should have previous Intergroup service experience.

**Duties:**

- Provide programs and services to recruit members for the twelve-step call list.
- Provide training to members performing 12-step calls.
- Maintain 12-step call procedures.
- Recommend 12-step call program updates for Intergroup board and/or membership approval.
- Liaise with other AA service arms providing content for online publication.
- Liaise and coordinate activities with TAS Coordinator.

- Train for and act as back-up for TAS Coordinator.
- Provide annual statistics on twelve-step activity including but not limited to how many twelve-step calls were requested; how many twelve-step calls were carried out; how many twelve-step resources are currently active by district and gender.

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