

From the FLAI bylaws: Officer Descriptions

Section 3.04 – Chairperson of the Intergroup

- A. The Chairperson of the Intergroup shall preside over all meetings of the Representatives.
- B. The Chairperson does not function as the supervisor of any employee of the Intergroup.
- C. The suggested minimum length of continuous sobriety for this position shall be four years.
- D. The Chairperson shall be elected, by the Voting Body of the Intergroup, for a term of two years by the Third Legacy procedure. The Intergroup Chairperson cannot hold the position of Intergroup Representative or Alternative Intergroup Representative thus cannot vote within the Intergroup Voting Body with the exception of casting a vote in the event of a tie.
- A. The Chairperson cannot also hold the position of Intergroup Representative or Alternative Intergroup Representative as they are the tie break vote in such a case as needed.
- B. The Chairperson shall have the duties and responsibilities of facilitation of the Intergroup that usually pertain to the office, including but not limited to:
 - 1. Being knowledgeable of Intergroup issues, management effectiveness, Alcoholics Anonymous Twelve Traditions, Twelve Concepts and basic understanding of Roberts Rules.
 - 2. Conducting well-organized, timely and effective meetings.
 - 3. Ensuring agendas and presentations are carefully tailored to facilitate responsible communication and decision-making.
 - 4. Ensuring that committees are staffed with appropriate talent and that communication channels are clear.
 - 5. Fostering a proactive role for committee chairs in fulfilling their duties and responsibilities.
 - 6. Assuring that issues relating to the Intergroup are dealt with in a timely fashion.
 - 7. Being a non-voting ex-officio member of all organization committees.
 - 8. Being an authorized signature on the FLAI bank account.

Section 3.05 – Assistant Chairperson of the Intergroup

The Assistant Chairperson shall, in the absence of the Chairperson, or during the incapacity of the Chairperson as determined by the Intergroup, perform all duties of and assume all responsibilities of the Chairperson until such authority is revoked by the Intergroup. The Assistant Chairperson shall perform such other duties as usually pertain to the office, or as are properly required of the Assistant Chairperson.

- A. The suggested minimum length of continuous sobriety for this position shall be three years.
- B. The Assistant Chairperson shall be elected, by the Voting Body of the Intergroup, for a term of two years.
- C. The Assistant Chairperson can also hold the position of Intergroup Representative or Alternative Intergroup Representative casting only one Intergroup vote.
- D. Duty to provide information regarding the structure and operations of the Intergroup to the new Intergroup Representatives.

Section 3.06 – Secretary of the Intergroup

- A. The Secretary of the Intergroup (or their designee) shall keep minutes of all meetings of the Intergroup Representatives. Such minutes shall reflect all business conducted at the meeting including findings, conclusions, and recommendations. Copies of the minutes, when approved by the Intergroup Representatives respectively, shall be a part of the permanent Intergroup records and shall be maintained for reference and archival purposes.
- B. The Secretary shall issue notice of all meetings where notice of such meeting is required by these bylaws.
- C. The Secretary shall maintain and be responsible for all Intergroup records, except financial records.
- D. Acting as Registrar, the Intergroup Secretary will assign Intergroup Officer(s) and/or will sign in Intergroup Representatives via Intergroup registration list and issue a voting card to each Intergroup Representative. Prior to voting, the acting Registrar shall verify the number of eligible voters by a show of voting cards. At the close of business, the acting Registrar will collect the voting cards.
- E. The Secretary shall assist with developing and/or updating training and information manuals for the answering service.
- F. Quorum of the Voting Body of the Intergroup responsibilities: the Chairperson of the Intergroup, assisted by acting Intergroup Registrar, will determine if a quorum is present at any meeting of the Intergroup.
- G. The suggested minimum length of continuous sobriety for this position shall be two years.
- H. The Secretary shall be elected by the Voting Body of the Intergroup, for a term of two years.
- I. The Secretary of the Intergroup can also hold the position of Intergroup Representative or Alternative Intergroup Representative.

Representative casting only one Intergroup vote.

- J. The Intergroup Secretary will maintain all procedures by which the membership is tracked, updated and confirmed. These procedures should be written and available from the Intergroup Secretary upon request.

Section 3.07 – Assistant Secretary of the Intergroup

- A. The Assistant Secretary shall, in the absence of the Secretary, or during the incapacity of the Secretary as determined by the Intergroup, perform all duties of and assume all responsibilities of the Secretary until such authority is revoked by the Intergroup. The Assistant Secretary shall perform such other duties as usually pertain to the office, or as are properly required of the Assistant Secretary.
- B. The Assistant Secretary of the Intergroup shall keep log of all motions (excluding motions to approve financials, minutes and other common meeting practices) and decisions from each meeting shall be prepared and maintained by the Secretary or his/her designee and shall be a part of the permanent Intergroup records and shall be maintained for reference and archival purposes.
- C. Announce new Intergroup Representatives at beginning of Intergroup meeting to welcome and introduce to Voting Body of Intergroup.
- D. The suggested minimum length of continuous sobriety for this position shall be one year.
- E. The Assistant Secretary shall be elected, by the Voting Body of the Intergroup, for a term of two years.
- F. The Assistant Secretary can also hold the position of Intergroup Representative or Alternative Intergroup Representative casting only one Intergroup vote.

Section 3.08 – Treasurer of the Intergroup

- A. The Treasurer shall be responsible for the care and custody of all moneys, securities and assets of the Intergroup, keeping full accurate accounts on these matters and shall report on these matters to the Intergroup Representatives on a monthly basis.
- B. The Treasurer should have an understanding of generally accepted accounting principles.
- C. The Treasurer shall make and sign such reports, statements and instruments as may be required of the Treasurer by the Intergroup Representatives.
- D. The Treasurer shall perform such other duties as usually associated with the office of the Treasurer.
- E. The suggested minimum length of continuous sobriety for this position shall be five years.
- F. The Treasurer shall be elected, by the Voting Body of the Intergroup, for a term of two years.
- G. The Treasurer can also hold the position of Intergroup Representative or Alternative Intergroup Representative casting only one Intergroup vote.

Section 3.09 – Assistant Treasurer of the Intergroup

The Assistant Treasurer shall, in the absence of the Treasurer, or during the incapacity of the Treasurer as determined by the Intergroup, perform all duties of and assume all responsibilities of the Treasurer until such authority is revoked by the Intergroup. The Assistant Treasurer shall perform such other duties as usually pertain to the office, or as are properly required of the Assistant Treasurer.

- A. The suggested minimum length of continuous sobriety for this position shall be two years.
- B. The Assistant Treasurer shall be elected, by the Voting Body of the Intergroup, for a term of two years.
- C. The Assistant Treasurer can also hold the position of Intergroup Representative or Alternative Intergroup Representative casting only one Intergroup vote.