

# Intergroup Elections!

**Please consider making yourself of service to the AA Community!**

- ❖ Intergroup Chairperson
- ❖ Treasurer\*
- ❖ Intergroup Secretary
- ❖ VSC Board Member (3 positions open)
- ❖ Board Secretary
- ❖ Hotline Vice-Chairperson
- ❖ Special Events Chairperson
- ❖ Workshop Coordinator
- ❖ Outreach Chairperson
- ❖ H&I Liaison
- ❖ Northern California Council of Alcoholics Anonymous (NCCAA) Liaison
- ❖ Public Information/Cooperation with the Professional Community (PI/CPC)

*Elections will be held on*  
March 6, 2017 at 7:30 p.m.

Trinity Lutheran Church  
1225 Hopyard Road  
Pleasanton

## **Intergroup Chairperson**

Requirement—Five years continuous sobriety  
Commitment—Two years (one year as VISC Chairperson and Board Member and one year as Board Member/Past-Chair)

**Duties:** Preside over and guide monthly VISC meetings. Working knowledge of the steps, traditions, concepts, and Robert's Rules of Order, Able to conduct meetings in an orderly, timely, and impartial manner; Provide input for VISC meeting Agenda, Recaps, and Minutes; Serve on the VISC Board for two years, Attend the monthly VISC Board meeting and the monthly VISC meeting.

## **Treasurer\***

Requirement – Five years of continuous sobriety  
Commitment – Two years

**Duties:** Attend monthly Board meetings (last Monday of each month) and attend monthly VISC meetings (first Monday of each month). Oversee proper and equitable recording of all incoming funds and distribution thereof. Cosign for approved expenditures, tax forms, and other legal documents required for VSC to function as a charitable trust. Provide a monthly financial report to be reviewed, amended, and approved at both the Board

and Intergroup meetings. Oversee proper maintenance of a reasonable prudent reserve. Supervise financial procedures, bank accounts and other financial transactions of VSC. Sign checks, supervise deposits of receipts, and pay VISC Office Manager and any other Board approved Special Workers.

\*Unlike other positions for Intergroup, the Treasurer is first approved by the Board and then that approval is forwarded to Intergroup for acceptance.

## **Intergroup Secretary**

Requirement—Two years continuous sobriety  
Commitment—One year

**Duties:** Prepare agenda for monthly VISC meeting with input from Chairperson; attend and record minutes of the monthly VISC meetings; disseminate recaps and minutes to Intergroup Representatives (IGRs) and all other VISC members; finalize minutes for dissemination to VISC Board and publication on the VSC website.

**Board Member for the Valley Intergroup—  
THREE POSITIONS OPEN**

Requirement—Five years continuous sobriety  
Commitment—Two years

**Duties:** Act as an advisory arm of the VISC concerning the business and administration of the Valley Service Center. Attend monthly Board meetings, Previous experience in Intergroup is a plus, but not required.

**Board Secretary**

Requirement—Two years continuous sobriety  
Commitment—One year

**Duties:** With input from the Board, VSC Office Administrator, Treasurer, and others prepare agenda for monthly Board Meeting (last Monday of each month); attend and record minutes of the monthly Board meeting; disseminate finalized minutes to Board members in a timely manner.

**Hotline Vice Chairperson\***

Requirement—Two years continuous sobriety  
Commitment—Two years

(first year as Vice Chairperson, second year as Chairperson)

**Duties:** Keeps an active list of volunteers to answer the Hotline and to conduct 12-step calls and provide updated lists to the VSC; oversee the gathering of names, phone numbers, and duty times of Hotline volunteers; schedules training workshops for 24-hour Hotline volunteers and 12-step volunteers.

**Workshop Coordinator**

Requirement—Two years continuous sobriety  
Commitment—One year

**Duties:** Organize and host a minimum of three workshops throughout the year to share experience on recovery-related topics. Workshops are held (one each) in Dublin, Pleasanton, and Livermore. At least one of the workshops is the Secretary's Workshop.

**Special Events Vice-Chairperson\***

Requirement—Two years continuous sobriety  
Commitment—Two years

(First year functions as Vice Chairperson, assisting Chairperson at all Special Events; Second year functions as Chairperson)

**Duties:** Organizes and hosts VSC special events including at least two fundraisers (the annual Anniversary dinner on the third Saturday of January and the Annual Picnic – date to be determined). Invite speaker for Anniversary dinner and arrange host for speaker.

**Outreach Chairperson**

Requirement—Two years continuous sobriety

Commitment—One year

**Duties:** Responsible for visiting groups that meet within the area covered by the VSC, specifically those groups that are not currently active within VISC, keep groups informed about upcoming VISC activities, encourage participation in VISC, provide most recent copy of the Secretary's Handbook and Valley View newsletter.

**Liaison Positions within Intergroup**

In addition to the positions specific to the operation of Intergroup, the VISC also selects Liaisons to other AA service entities. General Service District 70 and EBYPAA select their own liaisons to attend and report to VISC meetings and to carry information back to their respective group. The following Liaisons are selected by Intergroup to interact with the service entities cited:

**H&I Liaison**

Requirement—Two years continuous sobriety  
Commitment – One year

**Duties:** Attend monthly H&I meeting in Oakland (third Wednesday of each month) and then attend monthly VISC meeting to provide information about needs, service opportunities and activities of H&I in our area. Give and take reports between VISC and H&I.

**Northern California Council of Alcoholics  
Anonymous (NCCAA) Liaison (2 positions)**

Requirement—Two years continuous sobriety  
Commitment—One year

**Duties:** Attends monthly VISC meeting and keeps VISC informed about needs, service opportunities and activities of NCCAA; serves on and attends NCCAA Steering Committee meetings and conferences; Gives and takes reports to and from VISC and NCCAA.

**Public Information/Cooperation with the  
Professional Community (PI/CPC) Liaison**

Requirement—Two years continuous sobriety  
Commitment—Two years

**Duties:** Attend the CNCA PI Committee meetings and report back to the monthly VISC meetings. Participate as a member of the California Northern Coastal Area (CNCA) Public Information (PI) Committee. Act in an informative capacity with non-AA organizations and professionals to keep the community informed as to the availability of AA.

**\*Vice Chairs for Hotline and Special Events**

*First year assist the Chairperson with their respective duties and responsibilities. Second year perform the duties and responsibilities of the commitment shadowed by the new Vice-Chairperson*