**Intergroup Representative** *Bylaw IV.1 (not Exec. Board)*

One Intergroup Representative per OA group within the geographic area of the Intergroup (Northern Alameda County and Contra Costa County). OA groups may also designate an alternate. *Bylaw VI.2, VI.3, VI.4*

Term: decided by OA group (suggested term is 6 months to 1 year; no maximum number of consecutive terms) *Bylaw VI.4; see Bylaw V.2-V.3*

Qualifications: decided by OA group *See Bylaw VII.1-VII.10*

Duties: *Bylaw VI.4, VI.5*

1. Attend monthly Intergroup Assembly meetings.

 a. Before the meeting, review agenda and other materials sent out via Business Google Group emails so meeting can be as efficient as possible.

 b. When you arrive at meeting, pick up materials provided for meeting.

 c. Sign in on sign-in sheet and update name, term and contact information as needed.

 d. Participate in meeting discussions, sharing your personal experience, strength and hope and sharing your meeting’s concerns as informed by the meeting’s group conscience.

 e. Meetings follow Roberts Rules of Order: if a motion is made and seconded, it is discussed and then Assembly members (service position holders and Intergroup reps) vote. The Chair decides if a group conscience has been reached. Assembly members approve minutes of last meeting, agenda for current meeting, and summary of meeting to share with member groups.

2. Distribute materials provided at Intergroup meetings to your meeting, including event fliers and quarterly meeting schedules.

3. Report back to your meeting:

 a. Orally read the Summary at your meeting’s announcements period.

 b. Print copies of Intergroup minutes and summary and add to your meeting’s announcements binder.

 c. Print WSO and Region 2 newsletters and other materials shared through the Google Groups email lists and add to your meeting’s announcements binder.

4. Bring issues from OA group to the Intergroup Assembly as directed by OA group. Participate in your meeting’s business meetings so you are aware of such issues.

5. Provide service to Intergroup by holding a service position or volunteering to carry out Intergroup activities.

*NOTES: There are no existing job descriptions for Intergroup Representatives in the Dropbox folders.*