

PBC Intergroup Business Meeting Agenda

June 13, 2018

Open Meeting.....Serenity Prayer.....Read 12 Traditions

Declaration of Unity: This we owe A.A.'s future: To place our common welfare first; To keep our fellowship united. For on A.A. unity depend our lives; and the lives of those to come.

***Introduce new Rep's**

Chairperson: Deb M.

Alternate Chair: Maria

Treasurer: Roger B. **Pass the baskets according to our 7th Tradition*

Secretary: Kate D.

Registrar: Scott M.

Office Manager: Tracy D.

General Service/Intergroup Liaison: Rhonda

South Palm Beach County Intergroup Liaison: Vacant

Archives Committee Liaison: Ilia E.

Committee Chairs:

1. Public Information: Vacant
2. 12 Step List: Sam B
3. Phone Volunteer: Annette K.
4. Today: Cary M
5. B-day Club/Today Subscription: Heather
6. Website Committee: Billy J.
7. Group Contact Committee: Vacant
8. Bridging the Gap: Howie
9. Where and When Committee: Vacant
10. Institutions: JB

Old Business: Continue Elections

New Business: Vote - Motion to Modify the ByLaws to Eliminate the Where and When Committee

Upcoming Events: None

Statement: All of you are representations or alternative representatives or serve Intergroup in some other capacity. You know how important service is to staying sober and I know that most of you recognize that in order to carry the message, the various committees need to be manned (or womanned) so that we have effective communication and

carry over where needed. Therefore, I urge you to stand for one of the vacant positions. If you don't have the "requirements" – talk to us and if it is appropriate those can be waived by a group body consensus.

Thank you!

Your chair - Deb Morgan

DUTIES OF OFFICERS AND COMMITTEE CHAIRS

May 2018

Officers - 2 year Commitment; 3 years of continuous sobriety; 1 year as a Committee Chair in Palm Beach County Intergroup; 1 year as Intergroup Representative in Palm Beach County Intergroup

Advisory Committee – 1 vacancy

1. Meet four times a year to review operations of in Palm Beach County Intergroup.
2. Interview and hire Office Manager.
3. Conduct annual performance review of Office Manager and makes recommendations for salary increase.
4. Serves as Grievance Committee to review and evaluate complaints concerning Officers, Committee Chairpersons and Office Manager.

Committee Chairperson - 1 year Commitment; 2 years of continuous sobriety; 1 year as Intergroup Representative in Palm Beach County Intergroup.

Public Information

1. Committee (and its Chair) informs the public about our A.A. program.
2. Coordinate committee volunteers to supply information to local schools, businesses, civic groups and arrange to staff health fair booths.
3. Suggested reading – A.A. pamphlet – “Public Information”.
4. Attend Intergroup meetings.

Phone List

1. Maintain a system of answering after-hours calls to Intergroup by local A.A. members.
2. Attend Intergroup meetings.

Where & When

1. Collaborate with the Office Manager and Website Committee to ensure that all updates to the Where & When and Website are accurate.
2. Certify the accuracy of the Where & When prior to sending the meeting list to the printer.
3. Ensure that the most efficient printing format is utilized to ensure prudent use of Intergroup resources.
4. Report monthly at the Intergroup Business Meeting the status of the Where & When and supply all Where & When changes to the Editor of “The Today” for inclusion in the monthly newsletter.

Group Contact Committee

1. Attend AA meetings in the North Palm Beach County, as listed in our Where & When.
2. Obtain a group contact name, phone # and e-mail address.
3. Forward the contacts to the registrar so that the contacts can be added to the database. South County Intergroup Liaison
4. Attend South County Intergroup Association Business meetings.
5. Report back to Palm Beach County Intergroup the results of the meeting. E

South County Intergroup Liaison

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