**Tri-County Intergroup SubCommittee Chair positions**

**Duties & Responsibilities**

Committee chairs are responsible to attend monthly IR meetings, give reports and updates, enlist volunteers, and train your successor. All positions require 2-years continuous sobriety (unless otherwise specified) and will adhere to A.A.’s traditional two-year rotation.

**Technology Committee:** Responsible for carrying the message to all the groups in the Tri-County Service area and providing online services to help create IT solutions for our call center and website. (In accordance with AA Guidelines for Tech. Committee, the Chairperson may reside for as long as he/she is willing).

* Maintaining tricountyaa.org website and implementing technology where it supports A.A.’s primary purpose of carrying the message to the alcoholic who still suffers, ie. printable where and when, list special events/ activities, access to AA newsletter and Intergroup minutes/financial reports, list service opportunities available in the Tri-county area.
* Major changes to the website MUST be presented at monthly IR meetings to be discussed and voted upon before changes shall be made to the website, meeting directory, or otherwise.
* Be ever mindful of anonymity at all levels within technology initiatives
* May attend the yearly AA Technology Conference at the expense of the Tri-county Intergroup if funding is available.

**12- Step Committee:** Responsible for providing a fair-distribution of male and female AA members within the Tri-County area (Districts 14, 19, and 20) who are willing to accept incoming calls from people within their District to those who are seeking information on Alcoholics Anonymous 24/7.

* Training volunteer committee members acting as 12th Steppers about that handling of calls which may include the following:
  + Providing location and transportation to AA meetings in Districts 14, 19, and 20;
  + Directing callers from other areas to appropriate contacts in his/her area;;
  + Answering questions about AA in general;
  + Directing the family/ friends of an alcoholic to recovery resources in their area.

**Newsletter Committee:** Publishes an informational Tri-County Intergroup newsletter on a monthly basis. The Sobriety Sentential includes:

* Posting member AA birthdays for the month,
* Providing recovery articles, and graphics submitted by Tri-County group members, or copied from AA conference-approved literature (must add reprinted with permission from AAWS)
* Listing area AA event information; and announcing changes to Tri-County home groups/ meetings
* Providing meeting dates, times, and locations for Area Assembly, 3 District GSR and Intergroup meetings
* Uploading updated newsletter on tri-countyaa.org

**Activities Committee:** Coordinate sober events and AA workshops for A.A.members

* Organizing annual Tri-Co Summer picnic and New Year’s Eve Alcothon - open to AA members, their families and friends
* Preparing an itemized and detailed budget prior to each event. All expenses *must be* *approved* by the Intergroup Steering Committee.
* Recruiting and supervising volunteers for various functions for each event, as deemed necessary by the chair, and utilizing TriCounty Intergroup tax-exempt letter for all event purchases.
* Working with Tri-County Intergroup treasurer to ensure accurate income and expense record keeping, turning over all purchase receipts to Treasurer.
* Giving a report after each event and consider potential improvements for future events.

**Literature Committee:** Responsible for providing AA conference-approved literature for purchase.

* Making high volume purchases of over 100 AA approved books and pamphlets from Alcoholics Anonymous World Service (AAWS) to save on shipping costs.
* Maintaining and updating “On-line Store” of AA conference approved Literature (tricountyaa.org) and answering purchase requests regularly arranging for pick up times with purchasers in a timely manner.
* Become familiar with AA conference approved literature and GSO’s AA website ([www.aa.org](http://www.aa.org/))
* Setting up materials for viewing and sale at Tri-County area AA events, as appropriate
* Coin purchases through Brite Star
* Be prepared to report inventory when requested by Tri-Co Intergroup Steering Committee

\*All Service Committee Chairs must be familiar with or willing to become familiar with A.A. 's

12 Traditions of Unity and 12 Concepts of Service.

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