

Sea to Sky Intergroup

Qualifications and Responsibilities of Intergroup Representative

Term of Office and Qualifications of Election: To be determined by Home Group meeting members.

Responsibilities:

At the Home Group meeting preceding the last Saturday of each month:

- a. The Intergroup Representative collects cheques or money from the Home Group meeting's Treasurer for literature purchases and any donations to be made to Sea to Sky Intergroup, Region 1 and/or World Service
- b. At the Home Group business meeting, solicits any questions or concerns for to be addressed at Intergroup.

At Sea to Sky Intergroup meeting the last Saturday of each month:

- a. Shall participate in the discussions and decision-making.
- b. May participate on committees.
- c. May purchase buy literature at the Sea to Sky Intergroup meeting, (receiving a receipt for purchased literature as well as obtaining blank copies of current literature order forms.
- d. Shall give the Home Group meeting 's contribution for Sea to Sky Intergroup, Region 1 and World Service to the Sea to Sky Intergroup Treasurer.
- e. Shall obtain new meeting directories and newsletters for distribution at the Home Group.
- f. Shall obtain a copy of previous month's Sea to Sky Intergroup minutes, reports, notices of retreats, conferences and assemblies, and gives all to the Home Group secretary.
- g. Shall give a report at Sea to Sky Intergroup on the Home Group meeting: (numbers of people attending, strengths, concerns, innovations, activities and any special needs of the Home Group).

At the first Home Group meeting of each month, post Sea to Sky Intergroup meeting

Shall act as liaison between Sea to Sky Intergroup and the Home Group

- a. Shall report the news of the Sea to Sky Intergroup, ensuring that all Sea to Sky Intergroup information and announcements are passed to the Home Group, including Sea to Sky Intergroup requests for information and decision making, and any retreats, conferences and assemblies
- b. Shall give the Home Group meeting Treasurer receipts issued for purchased literature and any contributions received by Sea to Sky Intergroup
- c. Shall circulate new meeting directories and put extras on the literature table.
- d. Shall give literature to the literature person to price mark and put on the literature table.