

THE BYLAWS

OF

BREVARD INTERGROUP, INC.

Revised in November 2022

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PREFACE

It is intended that all articles and appendixes of the Bylaws shall be interpreted to reflect the concept that Alcoholics Anonymous is organized from the bottom up, i.e. that power and authority stems from the individual alcoholic members of the various groups whose opinions are reflected by the Intergroup Representatives. The Board is granted authority to act expeditiously, being guided by the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous, but are always expected to be responsible to, and responsive to, the Intergroup Representatives.

ARTICLE I – NAME OF ASSOCIATION

NAME: The name of this association shall be: "Brevard Intergroup, Incorporated," herein referred to as Intergroup.

ARTICLE II – PURPOSE & STRUCTURE

PURPOSE: The purpose of Intergroup is:

1. To establish and maintain a central Alcoholics Anonymous (A.A.) service office and telephone answering service to carry the message of A.A. to those who suffer from alcoholism.
2. To act as a central clearing house for providing information and literature to A.A. groups and to the community, in accordance with the "Twelve Traditions" of A.A. and guidelines issued by the General Service Office (GSO) of A.A.
3. To promote unity through service among member groups and to aid the groups in their common purpose of carrying the message to the alcoholic who still suffers.
4. To purchase and sell books and pamphlets, and other recovery materials.
5. To publish and distribute a monthly newsletter and directory of meeting places and times for area A.A. groups
6. To assist the Districts and their committees.

STRUCTURE: The Office Manager, Financial Manager and Supply Manager, who operate the Intergroup Office, report to the Board. The Board members, who are the "hands-on" managers conducting the routine business of Intergroup, report to the Intergroup Representatives. The Intergroup Representatives review all decisions made by the Board. Intergroup is not a governing body and shall not rule any A.A. group.

ARTICLE III – MEMBERSHIP

MEMBERSHIP: Any Alcoholics Anonymous group in Brevard County may obtain membership in Intergroup by filing with the Intergroup Office. All groups are encouraged to register with G.S.O.

ARTICLE IV – INTERGROUP REPRESENTATIVES

INTERGROUP REPRESENTATIVES: Any A.A. member may attend any and all meetings of Intergroup as a non-voting participant. The Intergroup Representatives body shall consist of one Intergroup Representative and Alternate Intergroup Representative from each group. An Alternate Intergroup Representative shall vote at the Intergroup Representatives meeting only in the absence of the Intergroup Representative. Board members cannot vote except the Chairperson in the event of a tie vote. Arrangements for non-alcoholic guests bringing business to Intergroup must be made in advance.

ARTICLE V – INTERGROUP BOARD

INTERGROUP BOARD: The Intergroup Board shall be elected by the Intergroup Representatives to conduct the regular business of Intergroup. Decisions of the Board shall be reported at the next Intergroup Representative's meeting. The establishment and conduct of the Board of Directors is subject to the Articles of Incorporation of Brevard Intergroup, Inc. as a Section 501(c)(3) non-profit corporation. As such, the Board membership shall be characterized as outlined below.

The Intergroup Board shall consist of six members for the following terms of office:

Chairperson - elected for a two-year term in odd numbered years.

Vice Chairperson - elected for a two-year term in odd numbered years.

Secretary - elected for a two-year term in even numbered years.

Treasurer - elected for a two-year term in even numbered years.

Phone Army Director - elected for a two-year term in odd numbered years.

Social Events Director - elected for a two-year term in even numbered years.

In addition to the above, the Chairperson may appoint additional ad hoc committees who report to the Board.

ARTICLE VI – EMPLOYEES

EMPLOYEES:

Brevard Intergroup may employ special workers as needed. However, no elected Intergroup Officer shall be a paid employee while serving on the Intergroup Board.

Office employees shall be hired by the Board on an annual open contract. Employee annual performance shall be evaluated by the Chairperson, Vice Chairperson, and the Treasurer during the month of June after the Audit and the Store Inventory are complete. Based on satisfactory performance, the employee may be offered a one-year renewal Contract. The hourly wage may be adjusted based on performance. If an employee requires a Leave of Absence for personal or medical reasons, the Intergroup Board shall decide whether or not to employ a temporary substitute for the period of time the employee is expected to be absent.

The following job summaries are provided for the current employee positions:

Office Manager - The Office Manager shall attend Board meetings and Representatives' Meetings in rotation with other Employees and, while not being an actual Board Member, has a vote when in attendance at Board Meetings except in matters regarding personal salary. This position answers directly to the Board, works closely with the Chairperson, is responsible for producing the monthly Newsletter and familiarizing other staff with all areas of operation; and is responsible for all office operations.

Financial Manager – The Financial Manager shall attend Board Meetings and Representative's Meetings in rotation with other Employees and, while not being an actual Board Member, has a vote when in attendance at Board Meetings except in matters regarding personal salary. This position answers directly to the Board, works closely with the Treasurer, is responsible for day-to-day tracking of financial matters, training and supporting other staff in the financial area; and producing the monthly "Where & When."

Supply Manager – The Supply Manager shall attend Board Meetings and Representative's Meetings in rotation with other Employees and, while not being an actual Board Member, has a vote when in attendance at Board Meetings except in matters regarding personal salary. This position answers directly to the Board, works closely with the Office and Financial Managers; and is responsible for ordering literature and other supplies, and researching new sources and new items for our recovery store.

* All office employees are responsible for maintaining a current list of office volunteers.

Process for Replacing Office Employees:

In the event an employee needs to be replaced, the existing employees shall follow this process:

1. Advertise the open position to all groups in Brevard County using the most current "Job Description" and "Qualifications for Office" from the Bylaws Appendices.
2. Request resumes from the local membership to be submitted within a definite time period.
3. Evaluate and rank order the resumes.
4. Interview qualified candidates.
5. Select the top two candidates.
6. Board approves the final selection.
7. Offer the final candidate an annual contract.
8. Once selected, the new employee will be given up to two weeks of paid on-the-job training.

ARTICLE VII – MEETING CONDUCT

MEETINGS: Robert's Rules of Order are to be used as a guide. Intergroup Representatives meetings shall be scheduled each month at a time and place to be determined by a majority of Group Representatives. Any Group Representative may call emergency Intergroup Representatives meetings with the concurrence of two members of the Board. Such meetings require 48 hours prior written notice to all Group Representatives, Alternate Representatives, and Board members. The agenda of any emergency meeting is limited to items disclosed in the written notice. The Board shall meet monthly or whenever deemed necessary by the Chairperson. Emergency Board meetings may be called by any two members of the Board, or by motion of the Intergroup Representatives directing the Board to take action on a specific issue.

Any motion brought to the Intergroup Representative (IGR) Meeting will be decided upon in the following manner: Motion will be voted on by the Intergroup Representatives at the IGR Meeting. If the motion passed by a 2/3 vote, the Board Members will vote on the motion at the next Board Meeting. The results of the Board vote will be announced at the next IGR Meeting.

ARTICLE VIII – BOARD MEMBER ELECTIONS

BOARD MEMBER ELECTIONS: At the November Intergroup Representatives meeting, the Chairperson shall appoint a Nomination Committee consisting of three Group Representatives, one from each District. The Nominations Committee shall be chaired by the Vice Chairperson in odd-numbered years and by the Secretary in even-numbered years. This committee shall interview potential candidates and present the nominations. Nominations shall also be accepted from the floor. Elections shall be held by secret ballot at the January Intergroup Representatives meeting. New Board members take office March 1st with the assistance of outgoing counterparts.

Each group has one vote and the Group Representative or Alternate Representative must be present at the election to cast this vote. Board members cannot vote in an election. The Nomination Committee cannot vote, but their Alternate can in their place. Each Board member shall be elected by simple majority vote with tie votes to be decided by the hat method. At the election, the Nomination Committee shall distribute, collect and count the ballots.

ARTICLE IX – BOARD MEMBER VACANCIES

BOARD MEMBER VACANCIES: If during his term of office, a Board member is unable to fulfill his duties, the Vice Chairperson temporarily fills the position. To fill the vacancy, the Chairperson may appoint someone to fill out the term, pending the approval of the Intergroup Representatives. Any Board member who is absent without providing an alternate from three meetings of the Board and/or the Intergroup Representatives during their present term shall be replaced ten days after written notice is provided. This provision may be waived in extenuating circumstances by a 2/3 vote of the Board. Attendance as noted in the minutes.

ARTICLE X – FINANCIAL

FINANCIAL:

Operating Funds: Intergroup receives funds from the following sources: A.A. groups, special contributions (group & individual), sale of recovery materials, and special events. Individual contributions shall not exceed \$3,000 per calendar year. Bequests in wills are acceptable from a deceased AA member for a maximum of \$5,000 on a one-time basis.

Annual Budget: At the December Board meeting, the Board shall set the operating budget for the next fiscal year.

Annual Audit and Financial Review: An annual audit and financial review of Brevard Intergroup shall be conducted in May. The audit team shall consist of three (3) AA members; one from each district.

Checking Account: The checking account should contain a minimum of \$8,000 to cover monthly expenses.

Prudent Reserve: The prudent reserve account shall contain no more than three months operating expense. Following the May audit, the Treasurer shall transfer, from the checking account, any funds in excess of \$8,000 necessary to bring the Prudent Reserve account up to its three-month goal.

Excess Funds: Once the Prudent Reserve is fully funded, excess checking account funds can be distributed according to the following guidelines: 20% each to GSO, NFAC (Area 14), and Brevard County Districts 12, 15, and 23.

Emergency Transfer: In an emergency, the Treasurer may transfer up to \$500.00 from the Prudent Reserve to the operating account with the concurrence of two other Board members. Emergency action must be reported at the next Intergroup Representatives Meeting.

Fiduciaries: The fiduciary officers shall consist of the Chairperson, Vice Chairperson and Treasurer. All banking transactions shall require the signatures of two of the three fiduciaries. One of the two signatures should preferably be that of the Treasurer. The Intergroup Financial Manager should be a "Signer" on checking and prudent reserve accounts.

Contracts: All contracts with Intergroup must be in writing. After a thorough review by the Board, two of the three fiduciary signatures are required on all contracts. Furthermore, all contracts must be signed while in the presence of the entire Board. Without the Board as witness, contracts cannot be considered binding upon Brevard Intergroup, Inc.

Cash Box: The Office Manager shall maintain a cashbox fund not to exceed \$100.00.

ARTICLE XI – COMMITTEES

COMMITTEES: The Chair shall appoint all Committee Chairpersons, standing or ad hoc, with the Board and Representatives' approval beginning with a regular Intergroup Board meeting. Any member of Alcoholics Anonymous shall be eligible to chair or serve on such a committee. Committee Chairpersons are requested to provide written reports to the Intergroup Chairperson in times of known absence or to furnish the report to an Alternate Chairperson who will attend the meeting.

For the purpose of the Bylaws, the Webmaster position is considered to be a standing committee. The Webmaster is appointed and approved by the Board for a five (5) year term, and supports the Board as necessary, and is not an actual Board member. The qualifications and duties of the Webmaster are described in detail in Appendix H.

Appendix L identifies the standing committees.

ARTICLE XII – REMOVAL FROM OFFICE

REMOVAL FROM OFFICE: Any Board Officer may be removed from office for cause upon a 2/3 vote of Group Representatives at a regular or special Intergroup Representatives meeting. However, before a vote for removal from office, a full disclosure of charges must be conducted and the individual (s) charged shall be granted an opportunity to be heard.

ARTICLE XIII – AMENDMENTS TO BYLAWS

AMENDMENTS TO BYLAWS: These Intergroup bylaws may be changed as follows:

1. A written Proposition to Amend signed by no less than three Board members or Group Representatives shall be submitted to the Secretary of Intergroup, who will present it to the Intergroup Board.
2. The Secretary shall distribute the written Proposition to Amend to Group Representatives at least forty five (45) days in advance of the regular Intergroup Representatives meeting at which the vote will take place.
3. Upon presentation of the Proposition to Amend at a regular Intergroup Representatives meeting, a two-thirds affirmative vote of the Group Representatives present shall be required for passage.

ARTICLE XIV – OTHER FELLOWSHIPS

OTHER FELLOWSHIPS: Intergroup may cooperate but not affiliate with other fellowships or other organizations. Presentations by other fellowships may be made at Intergroup Representatives meetings provided they are handled per Article IV as non-alcoholic guests.

ARTICLE XV – PRECEDENCE

PRECEDENCE: In the event of any conflict between the Articles of Incorporation and the Bylaws, the Articles of Incorporation will take precedence.

APPENDIX A – AGENDA FOR REP MEETING

SUGGESTED INTERGROUP REPRESENTATIVES MEETING AGENDA:

1. Open the meeting with the Serenity Prayer.
2. Welcome attendees, ask for introductions, and pass around the sign-in sheet.
3. Read the Intergroup Purpose.
4. Volunteer reads and briefly discusses the Tradition of the Month..
5. Ask for Anniversaries.
6. Ask for any Announcements.
7. Secretary's report: minutes of the previous meeting. Upon conclusion of reading the minutes, ask for any corrections or additions. Then ask for a motion to accept as read or as corrected, as applicable.
8. Treasurer's report: financial statement for previous month. Upon conclusion of reading the report, ask if there are any questions, then state that the report will be filed for audit.
9. Committee Reports (as applicable).
10. Old Business - tabled motions from previous meetings.
11. New Business.
12. Motions from the floor.
13. If Time allows, a Board Member will share about their responsibilities.
14. Ask a volunteer to read and share on next month's Tradition.
15. Close with the Responsibility Statement.

APPENDIX B – CHAIRPERSON

JOB DESCRIPTION

The duties of the Intergroup Chairperson include, but are not limited to, the following activities.

As Chief Officer of Intergroup:

1. Maintain contact with other Chairpersons of similar organizations as often as is feasible and report on these contacts to the Intergroup Representatives.
2. Maintain regular contact with the DCMs in Brevard County.
3. Act as corresponding representative to all outside agencies and activities not allocated to Committee Chairpersons.
4. Oversee duties/activities of all officers, committee chairs, and employees.
5. Attend all Intergroup meetings.
6. Be available for direct contact with all A.A. members.
7. Cast deciding votes in the event of tie votes (except in elections).
8. Promote love and fellowship in all discussions and activities, being ever mindful of the Twelve Steps and Twelve Traditions in all Intergroup affairs.
9. Upon term completion, review experiences with the incoming Chairperson and suggest improvements.
10. Acts as a Fiduciary Officer of the Corporation and is a "Signer" on checking accounts and prudent reserve accounts.
11. Review Bylaws every November and submit suggestions and changes to the Board,

As Chairperson of Intergroup Meetings:

1. Preside at all Intergroup meetings.
2. Prepare (with the assistance of the Office Manager) an agenda of items to be discussed in the meeting, using the standard meeting format in Appendix A.
3. Assure that anyone who can constructively contribute to the discussion of agenda items is available.
4. Assure that new business, for which the group is inadequately prepared, is tabled or referred to the Board for clarification
5. Assure that the Vice Chairperson is aware of any foreseen absence.

QUALIFICATIONS FOR OFFICE

Candidates:

- A. Should have a considerable period of sobriety (three years or more), and have experience at the Group, Intergroup or District level.
- B. Should also have demonstrated an active interest in Intergroup.
- C. Must be able to find a suitable replacement if unable to attend all Intergroup meetings due to illness, death in the family or other dire circumstances.

APPENDIX C – VICE CHAIRPERSON

JOB DESCRIPTION

The duties of the Intergroup Vice-Chairperson include, but are not limited to, the following activities.

1. Substitute when the Chairperson is absent.
2. Visit as many groups as possible to promote Intergroup services, identify problems, and to collect sentiments about Intergroup effectiveness.
3. Assume other duties as may be assigned by the Chairperson.
4. Chair the Elections Committee in odd-numbered years.
5. Attend all Intergroup meetings.
6. Upon term completion, review experiences with the incoming Vice-Chairperson and suggest improvements.
7. Acts as a Fiduciary Officer of the Corporation and is a "Signer" on checking accounts and prudent reserve accounts.
8. Review Bylaws every November and submit suggestions and changes to the Board.

QUALIFICATIONS FOR OFFICE

Candidates:

- A. Should have a considerable period of sobriety (three years or more), and have experience at the Group, Intergroup or District level.
- B. Should also have demonstrated an active interest in Intergroup.
- C. Should be willing and available to fill the chair if vacated by standing Chairperson on a temporary or permanent basis.
- D. Must be able to find a suitable replacement if unable to attend all Intergroup meetings due to illness, death in the family or other dire circumstances.

APPENDIX D – SECRETARY

JOB DESCRIPTION

The duties of the Intergroup Secretary include, but are not limited to, the following activities. As keeper of Intergroup Records:

1. Record the minutes of the Intergroup Representatives meetings and the Board meetings.
2. Insure that all meeting records are stored safely where they may be consulted during office hours.
3. Prepare the meeting area including any meeting aids such as attendance sheets, printed references, reports, etc., that will facilitate discussion of items on the agenda.
4. Chair the Elections Committee in even-numbered years.
5. Attend all Intergroup meetings.
6. Upon term completion, review experiences with the incoming Secretary and suggest improvements.
7. Review Bylaws every November and submit suggestions and changes to the Board,

QUALIFICATIONS FOR OFFICE

Candidates:

- A. Should have a considerable period of sobriety (one year or more), be able to type and have word processing experience.
- B. Must be able to find a suitable replacement if unable to attend all Intergroup meetings due to illness, death in the family or other dire circumstances.

APPENDIX E – TREASURER

JOB DESCRIPTION

The duties of the Intergroup Treasurer include, but are not limited to, the following activities.

As chief financial officer and guardian of funds:

1. Reconcile and prepare all monthly financial statements.
2. Prepare annual budget and report monthly budget v. actual figures.
3. Alert Intergroup of anticipated large expenditures.
4. Supervise and assist the Financial Manager and auditors during the annual audit.
5. Review and submit IRS form 990 for the previous year by May 15th.
6. Evaluate formula and update figure of the Prudent Reserve as necessary.
7. Review budgets and prepare final statements for all social events.
8. Attend all Intergroup meetings.
9. Perform other finance-related duties as requested by the Chairperson.
10. Upon term completion, review experiences with the incoming Treasurer and suggest improvements.
11. Acts as a Fiduciary Officer of the Corporation and is a "Signer" on checking accounts and prudent reserve accounts.
12. Review Bylaws every November and submit suggestions and changes to the Board,

QUALIFICATIONS FOR OFFICE

Candidates:

- A. Should have a considerable period of sobriety (three years or more), and have familiarity with general accounting software.
- B. Should also have demonstrated an active interest in Intergroup.
- C. Must be able to find a suitable replacement if unable to attend all Intergroup meetings due to illness, death in the family or other dire circumstances.

APPENDIX F – PHONE ARMY DIRECTOR

JOB DESCRIPTION

The duties of the Director include, but are not limited to, the following activities:

1. Be available to serve on various committees as appointed by the Chairperson.
2. Promote the rewards of Phone Army service to all members of the fellowship (6 months of sobriety suggested)
3. Inform new volunteers on how the Phone Army works and provide a complete set of materials.
4. Attend all Intergroup meetings.
5. Maintain the current volunteer list and be responsible for insuring shift coverage whenever office is closed, and update the Office Manager's records as needed.
6. Report the status of the Phone Army at the Intergroup Representatives meetings.
7. Attempt to keep all volunteers informed of current events, solve problems as they arise, distribute or mail current information to volunteers as needed.
8. Upon term completion, review experiences with the incoming Director and suggest improvements.
9. Promote/maintain the current 12th Step List and update the Office Manager's records as needed.
10. Report the status of the 12th Step List to the Board/Representatives, if required.
11. Review Bylaws every November and submit suggestions and changes to the Board,

QUALIFICATIONS FOR OFFICE

Candidates:

- A. Should have a considerable period of sobriety (three years or more), and have experience at the Group, Intergroup or District level.
- B. Should also have demonstrated an active interest in Intergroup.
- C. Must be able to find a suitable replacement if unable to attend all Intergroup meetings due to illness, death in the family or other dire circumstances.

APPENDIX G – SOCIAL EVENTS DIRECTOR

JOB DESCRIPTION

The duties of this Director include, but are not limited to, the following activities.

1. Be available to serve on various committees as appointed by the Chairperson.
2. Serve as Chairperson for all social events, acting as a source of information for continuity and protocol.
3. Appoints a new Co-Chair for each Space Coast Round Up.
4. Prepare Event Budgets for Board review and approval.
5. Report the status of the pending events at the Intergroup meetings.
6. Attend all Intergroup meetings and social events.
7. Upon term completion, review experiences with the incoming Director and suggest improvements.
8. Review Bylaws every November and submit suggestions and changes to the Board,

QUALIFICATIONS FOR OFFICE

Candidates:

- A. Should have a considerable period of sobriety (three years or more), and have experience at the Group, Intergroup or District level.
- B. Should have served on at least one previous Brevard Intergroup social event committee.
- C. Should also have demonstrated an active interest in Intergroup.
- D. Must be able to find a suitable replacement if unable to attend all Intergroup meetings due to illness, death in the family or other dire circumstances.

APPENDIX H – WEBMASTER

JOB DESCRIPTION

The duties of the Webmaster include, but are not limited to, the following activities:

1. Maintain www.aaspacecoast.org website.
2. Update website on a monthly basis. (Meeting list, maps, coming events, etc.)
3. Create new web pages and perform site maintenance as necessary.
4. Attend Intergroup meetings as necessary and/or at the request of the Chairperson to support special topic discussions.
5. Upon term completion, review experiences with the incoming Webmaster and suggest improvement.
6. Provide to the Intergroup Board a complete record of website access information such as: website passwords, hosting providers, Domain names, recurring costs and fees, and other pertinent information. Update this record as information changes.
7. Oversee Space Coast Round Up (SCRU) website and online registration.

QUALIFICATIONS FOR OFFICE

Candidates:

- A. Should have a considerable period of sobriety (three years or more) and have considerable experience in website development.
- B. Should possess working knowledge of AA Traditions.
- C. Must be able to find a suitable replacement if unable to attend all Intergroup meetings due to illness, death in the family or other dire circumstances

APPENDIX I – OFFICE MANAGER

JOB DESCRIPTION

The duties of the Intergroup Office Manager include, but are not limited to, the following activities:

1. Serve as Office Manager for the smooth, efficient operation & maintenance of the office.
2. Instruct other Employees in all aspects of the position.
3. Supervise and instruct office volunteers in office procedures.
4. Prepare and publish monthly Newsletter.
5. Publish all Phone Army materials and the 12th Step List.
6. Attend all Intergroup meetings as required by rotation.
7. Maintain a daily log of referrals and general information.
8. Generate and present a written report of all phone calls for the month.
9. Schedule and supervise a complete office inventory, at least once a year, usually in June.
10. Direct and supervise the Intergroup store operation at the Space Coast Round Up.
11. Accomplish day-to-day banking activities. Make bank Deposits.
12. Review Bylaws annually and submit suggestions for changes to the Board.
13. Maintain a current list of office volunteers.

QUALIFICATIONS FOR OFFICE

Candidates:

- A. Should have a considerable period of sobriety (three years or more), and have experience at the Group, Intergroup or District level.
- B. Must be able to attend all Intergroup meetings as required by rotation.
- C. Must be computer literate with emphasis on word processing and financial accounting programs.
- D. Should be detail-oriented with strong organizational skills
- E. Must have good “customer service” skills, capable of cooperating with a great variety of people in many different situations.
- F. Should possess working knowledge of AA Traditions, AA Concepts and Intergroup Bylaws.

APPENDIX J – FINANCIAL MANAGER

JOB DESCRIPTION

The duties of the Intergroup Financial Manager include, but are not limited to, the following activities:

1. Serve as Assistant Office Manager, with many of the same duties as the Manager.
2. Assist in the supervision of office volunteers.
3. Maintain and publish meeting lists, mailing lists, etc.
4. Accomplish day-to-day banking activities. Make bank deposits, prepare checks for signature, and schedule electronic fund transfers to pay bills.
5. Compute sales and payroll taxes each month, and complete required forms.
6. Complete Monthly and Quarterly IRS Form 941 reporting for Federal income taxes, Social Security and Medicare taxes withheld.
7. Assist the Treasurer and auditors during the annual audit.
8. Work closely with Treasurer to insure integrity of all financial records.
9. Attend all Intergroup meetings as required by rotation.
10. Maintain a daily log of referrals and general information.
11. Assist with the Intergroup store operation at the Spacecoast Round Up.
12. Complete Annual IRS Form 990EZ reporting to renew 501(c)(3) non-profit status.
13. Listed as an "account holder" on checking accounts and prudent reserve accounts.
14. Review Bylaws annually and submit suggestions for changes to the Board.
15. Maintain a current list of office volunteers.

QUALIFICATIONS FOR OFFICE

Candidates:

- A. Should have a considerable period of sobriety (three years or more), and have experience at the Group, Intergroup or District level.
- B. Must be able to attend all Intergroup meetings as required by rotation.
- C. Must be computer literate with emphasis on word processing and financial accounting programs.
- D. Should be detail-oriented with strong organizational skills
- E. Must have good "customer service" skills, capable of cooperating with a great variety of people in many different situations.
- F. Should possess working knowledge of AA Traditions, AA Concepts and Intergroup Bylaws.

APPENDIX K – SUPPLY MANAGER

JOB DESCRIPTION

The duties of the Intergroup Supply Manager include, but are not limited to, the following activities:

1. Serve as Assistant Office Manager, with many of the same duties as the Manager.
2. Assist in the supervision of office volunteers.
3. Assist in the maintenance of published materials.
4. Attend all Intergroup meetings as required by rotation.
5. Order all literature and merchandise, assuring sufficient supply
6. Maintain a daily log of referrals and general information.
7. Assist in generating a written report of all phone calls for each month.
8. Perform a complete office inventory, at least once a year, usually in June.
9. Assist with the Intergroup store operation at the Spacecoast Round Up.
10. Accomplish day-to-day banking activities. Make bank deposits.
11. Review Bylaws annually and submit suggestions for changes to the Board.
12. Maintain a current list of office volunteers.

QUALIFICATIONS FOR OFFICE

Candidates:

- A. Should have a considerable period of sobriety (three years or more), and have experience at the Group, Intergroup or District level.
- B. Must be able to attend all Intergroup meetings as required by rotation.
- C. Must be computer literate with emphasis on word processing and financial accounting programs.
- D. Should be detail-oriented with strong organizational skills.
- E. Must have good “customer service” skills, capable of cooperating with a great variety of people in many different situations.
- F. Should possess working knowledge of AA Traditions, AA Concepts and Intergroup Bylaws.

APPENDIX L – STANDING COMMITTEES

Standing Committees

Standing committees may include, but are not limited to, the following:

Audit Committee	Conducts audit and financial review of the previous year in May.
Nominations Committee	Forms in November for the purpose of seeking appropriate candidates and conducts the election of Board Members at the January Rep Meeting.
Inventory Committee	Conducts complete office inventory, at least once a year, usually in June.
Round Up Committee	Holds an annual speaker event.
Website Committee	Webmaster duties described in Appendix H.