

Intergroup Vice Chair Position

Sobriety Requirements: 2 years per existing CAIG bylaws.

Additional Requirements: Approval of sponsor, source of income per CAIG bylaws

Term: 2 years - no more than 3 consecutive terms per CAIG bylaws

Job Requirements:

- 1) Assume responsibilities of the Chair when Chair is unavailable. These include:
 - a. The Chair is responsible for overseeing all meetings of the CAIG. The Chair is responsible for setting the agenda for each meeting and for allocating the amount of time that will be devoted to each item on the agenda.
 - b. The Chair is responsible for being the primary point of contact for the CAIG and can serve as a liaison between CAIG and other Chicago-land SA and S-Anon CAIGs, or can designate someone to server as such liaison.
 - c. The Chair is one of the owners of the CAIG bank accounts. The Chair ensures the bank account up to date with current officers.
 - d. Verify tax exempt ID is kept up to date (CAIG Treasurer responsibility).
- 2) Attend monthly CAIG meetings.
- 3) Estimated time – 2-6 hrs per month