

Open Positions Chicago Intergroup

Treasurer

Term: suggested 2 years; maximum 6 years

Sobriety & other Requirements: 2 years' sobriety and approval of your sponsor

Duties

- collects contributions from local groups
- pays all bills
- maintains record of all transactions
- manages any online payment account such as PayPal
- checks email account and bank account balances at least weekly
- presents report at each monthly Intergroup meeting
- provides assistance collecting/distributing funds as needed for CAIG events; i.e., marathons, open meetings, retreats and any other special events

Secretary

Term: suggested 2 years; maximum 6 years

Sobriety & other Requirements: 1 year's sobriety and approval of your sponsor

Estimated Time Commitment: 2-3 hours monthly + attendance at monthly Intergroup meeting

Duties

- The Intergroup Secretary's main responsibilities include organizing the monthly Intergroup meetings, capturing and maintaining the meeting minutes, organizing other relevant Intergroup files (bylaws, event flyer examples, etc.) and maintaining the members contact list for the Chicago Area.
- In preparation for each monthly meeting, the Secretary is to create an agenda for the coming meeting, attach the prior month's minutes for review, and currently, establish a Zoom meeting. All of this should be sent via email a few days prior to the meeting to the Chairperson with .cc to the CAIG Members distribution list.
- The Secretary will maintain a file structure for capture of the minutes, agendas, reports submitted by Treasurer, Literature Chair, and any other files communicated at the monthly meetings. The structure for file storage is currently managed via Google Drive and Google Docs.
- The Secretary will have Intergroup banking authorization to deposit cash, checks and other banking activities as required. (Note, this is rarely required)