

Intergroup Chairperson Job Description

Qualifications:

- Nominee or Chair must meet and maintain all the qualifications outlined for Board members outlined in WNYIG bylaws Article IV, section 3.

Term:

- Elected for a 1 year term.
- Can serve a maximum of 3 consecutive terms (3 years)

Responsibilities:

- Voting member of the IG board. Tie breaker in votes.
- Duties outlined in WNY IG bylaws Article IV, Section 6.
- Responsible for chairing monthly IG meetings.
- Produce an agenda for the monthly meetings.
- Ensure that proper parliamentary procedure is followed at monthly meetings.
- Appoint committees to carry out IG business as necessary.
- Act as optional secondary signer on any IG bank account.
- Sign WSO and Region 6 documents for affirming qualifications of delegates.
- Receive IG mail