

Intergroup Secretary Job Description

Qualifications:

- Must meet qualifications of WNY IG Bylaws Article IV

Term:

- Volunteer

Responsibilities:

- The Intergroup secretary shall notify representative group of any IRs' absences. (Article III Section 4)
- In the event that the chairman and treasurer are not present at the monthly IG meeting, the Secretary shall serve as chair of the IG meeting (Article IV Section I Part C)
- The *Secretary* will take minutes of each Intergroup meeting and will assist the Chairman in other correspondence as requested by the Chairman.
- Shall see that minutes are kept of all Intergroup (3rd Saturday of each month) and Intergroup Board meetings.
- Distribute a copy of the Intergroup minutes via email or US Mail printed to each Intergroup representative. As a cooperative gesture, a copy of the minutes may be sent to the regional trustee.
- Maintain a file of all minutes of past meetings.
- Perform all other duties as prescribed in the Intergroup policy for job descriptions.
- Retrieve mail from PO Box 44 South Park Station, Buffalo, NY on a monthly basis to give to WNY Chairperson at Intergroup