

## Intergroup Service Representative Responsibilities

Revised 2016

### General ISR Responsibilities:

- Liaison between the Intergroup Service Office (ISO) and groups for a three-year term.
- Support ISO literature distribution and fundraising.
- Provide flyers to groups about upcoming events.
- Attend quarterly meetings.
- Understand workings of the Intergroup Service Office.
- Distribute newsletters to groups.
- Assist with and publicizes Quarterly Speaker Meetings.
- Assist with and publicizes Monthly Speaker Meetings.
- Sell literature at AA Big Meetings and various Al-Anon functions.
- Recruit nominees for ISO Board of Directors and submits nominations to ISO.
- Elect Chairman, Secretary/Treasurer, Literature Coordinator, Monthly Speaker Meeting Coordinator and Quarterly Speaker Meeting Coordinator.

### Officer Responsibilities:

All ISR offices are for a one-year term. The Secretary/Treasurer becomes the Chairman the following year. A Chairman is never directly elected except in the event that the Secretary/Treasurer is not able to serve as Chairman.

### Chairman

- Conduct quarterly meetings, including preparing the agenda and providing a sign-in sheet.
- Schedule ISR meeting dates with host facility, including the Gratitude Dinner to be held on the third Saturday of January. ISR meetings are currently held on the first Saturday of February, May, August and November following the Quarterly Speaker Meetings. A special meeting is held in December to finish planning the Gratitude Dinner and to receive nominations for the Board of Directors of the ISO.
- Appoint committees for the Gratitude Dinner and coordinate the Gratitude Dinner with the help of the previous year's Chairman.
- Chair Gratitude Dinner.

### Secretary/Treasurer

- Record minutes of the ISR meetings. Keep one copy and deliver a copy to the ISO at least one week before the next board meeting.
- Provide a copy of the minutes to each ISR at the next ISR meeting.
- Account for the proceeds from the Gratitude Dinner, pay the expenses of the dinner, turn the remainder of the money over to the ISO promptly and provide a financial report of the dinner at the next ISR meeting.

### Literature Coordinator

- Schedule groups to sell literature at each monthly AA Big Meeting.
- Make sure complimentary items are included (FORUM magazines, questionnaires, etc.).
- Arrange for Al-Anon literature to be available for sale at various Al-Anon functions (e.g. District Meetings). Coordinator may take the literature or ask someone else to do so.

### Monthly Speaker Meeting Coordinator

- Schedule groups to host each Monthly Speaker Meeting, and schedule the hosting facility to make sure it will be available.
- Contact host group by the first of the month preceding the month they are hosting. Be sure they know to have the flyer to the office by the 15<sup>th</sup> of the month.
- Pick up the supplies for the meeting by the Friday before. Take supplies to the host facility and attend the monthly speaker meetings.
- Contact the taping service to make sure they will be there and find an alternative service if necessary.
- Unlock the facility at 6:30 p.m. and assist the host group. Lock up at end of meeting.
- Account for the cash collected at the MSM, pay rent to the facility and give the balance to ISO.
- Give report of expenses and donations at ISR meetings.
- Attend the first MSM with a new coordinator to ensure a smooth transition.

### Quarterly Speaker Meeting Coordinator:

- Same duties as Monthly Speaker Meeting Coordinator, except that more work is involved because of the covered dish dinner. See that the room is set up with tables, etc. Make sure the room is left clean and everything is put back, etc.
- Make sure the host group knows to have the flyer to the office by the first week of the preceding month.