

Service Office. It is difficult for the steering Committee to keep the Central Office running smoothly when the money comes in sporadically. Peaks and valleys in contribution totals work against efficiency in carrying the message. Keep members aware, on every level, that A.A. is self-supporting through our own contributions.

Keep Your Group Up-To-Date

Make sure the details of your group's meetings, (days, times, locations, etc.) are accurate and correct at the Central Office at all time. Each group should update at least once a year. Experience has shown that January is the best month for this annual up-date. Be sure to notify the Central Office of changes in the names, addresses and phone numbers of your group officers. The Central Office emails you a lot of information regularly about A.A. events. Don't let these materials go unopened or brought to your group.

Encourage members of your group to become avid readers of our newsletter. Periodically provide the Central Office with news of your group and any other articles of interest to all AA's in Siouxland for publication in our monthly newsletter. Stimulate individuals in your group to write about their experiences with the A.A. program for publication in the newsletter.

Ask Questions

Sometimes the pressures of time and our zeal to get things done expeditiously cause us to move through things too quickly. If you don't get answers to things your group members want to know about, it is your privilege to ask questions and be heard. Problems in a group, as they pertain to A.A. as a whole, are your concern also. You can help to see that over-all policy (ie. The 12 Traditions & the 12 Concepts) is adhered to in your group. You can be a solver of problems, small or large. For example, acquaint yourself

Alcoholics Anonymous is now making the greatest strides in its history in membership growth, service to the

with the Public Information Guidelines. If a writer or a student wanting questionnaires answered for a school research paper comes to your groups meeting, you will know how to handle the matter pleasantly.

community and the respect of professional and the public.

Each and every group representative has a vital role to play in this process

Steering Committee

Elected Officers

**Chairman
Vice Chair
Secretary
Treasurer**

Standing Committees

Volunteer 12- Step Call List

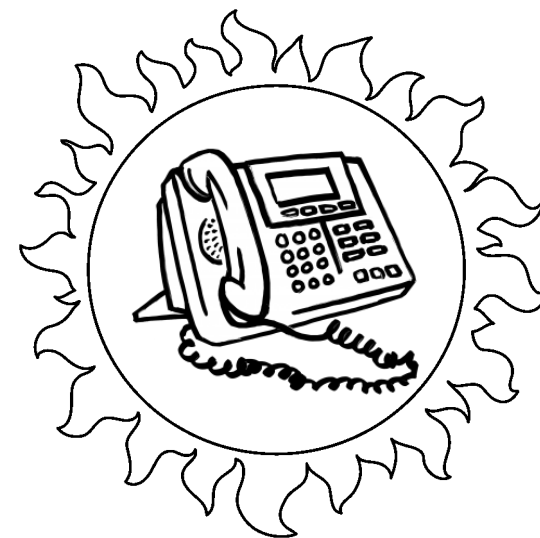
Office Manager

◇ = Positions filled by Office Manager

- ◇12-Step Lists
- ◇Archives
- ◇Bookkeeper
- ◇Cooperation w/Professional Community (CPC)
- ◇Corrections
- ◇Financials
- ◇Functions Coordinator
- ◇Institutions (H&I)
- ◇Literature
- ◇Meeting List
- ◇Newsletter
- ◇Office Coordinator
- ◇Public Information (PI)
- ◇Secretary/Program Chair List
- ◇Special Functions
- ◇Special Needs
- ◇Various Ad Hoc Committees
- ◇Web Site

Adopted with appreciation from the
Salt River Intergroup, Phoenix, AZ,
Los Angeles, CA, Central Office
and the
Nassau Intergroup, West Hempstead, NY

Being A Trusted Servant in Siouxland Intergroup



SIouxLAND INTERGROUP

614 Cook St.
Sioux City, IA 51103

Tue-Thur 9:00 am - 2:00 pm
Fri 11:30 am - 2:00 pm, Sat 10am - 1pm
Closed Sun & Mon

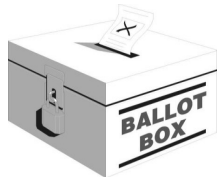
**24-hr Hotline:
712-252-1333**

World Wide Web Address:
<http://www.aasiouxcity.org>

e-mail:
aacentralofficesc@gmail.com

The Role of an Intergroup Representative

Serving as an Intergroup Representative offers you a rewarding opportunity to share in Alcoholics Anonymous' Third Legacy—Service.



Here's how it works. The Intergroup Representative is elected by his or her group. (Meetings, by definition, do not have group reps). They then attend the monthly Intergroup Representatives meeting. To this meeting they bring any suggestions, comments, or opinions their group

may have. The Intergroup Representative or alternate casts their groups vote on all matters requiring a group conscience.

The purpose of the Intergroup Rep is to be a link in the chain connecting the individual member of an AA group to those who are elected to maintain the operation of Siouxland Intergroup. This allows Siouxland Intergroup to better serve its members—which is the reason for its existence as provided for in the 9th Tradition which says, "AA, as such ought never be organized; but we may create service boards or committees directly responsible to those they serve."

Once each month, representatives and alternates participate in the Intergroup business meeting. This business meeting is also attended by the officers and committee chairpersons, and is like a stockholders' meeting. Each group representative has one vote.

Attendance at Intergroup meetings is highly important since every group registered with Siouxland Intergroup has a voice in reviewing the activities of all the committees and approving all actions taken.

Each individual group determines the qualifications and period of service for its Intergroup representative. However, experience has shown that Alcoholics Anonymous is best served when the rep has at least one year of continuous sobriety and serves for a term of two years. Experience also shows that these elected group representatives can function best when they are all elected November to take office in January. This allows for the incoming group rep to attend the December meeting in the company of the outgoing rep and become better orientated and more knowledgeable regarding the Intergroup business meeting and the duties of a group representative.

There are a number of things you can do to become a better trusted servant of your group and of A.A. as a whole.

Visit the Office

Drop in. Introduce yourself. Have a cup of coffee. Chat with the volunteers. Listen to the calls that come in and how the volunteers handle them. Watch the people who come through the front door. Note the variety and number of requests. This is the "heart line," the point of new beginnings and new directions, that first contact for newcomers, the information center for people in the fellowship. This is the place.

Attend Intergroup Regularly

These monthly business meetings are open to any member. You can better serve the members of your group and reps by being an observer at as many meetings as possible. Even if you have no vote, you have the right to voice your opinion.

Inform your Group Members

Arrange with the group secretary for a few minutes of each meeting to keep members informed about what is happening within AA as a whole, across the country, throughout District 1 and the state. Make your reports interesting commentaries

Encourage Attendance

If the Intergroup meetings are to be effective, they should be well attended. You can help make this possible by suggesting ideas which can make Intergroup reps from throughout your area eager to attend. Just listening to committee reports, making motions and casting votes doesn't keep up a high level of interest and motivation. For instance, members of the steering committee and committee chair people can be invited to your group to explain various functions in carrying the AA message

Know the Bylaws

Through the Intergroup office those groups those groups with an active representative are involved in keeping the AA program healthy and active. Operations continue under a set of guidelines. By your study of these bylaws, you can help to keep all methods up-to-date. Remember that AA is in its greatest growth period ever, some procedures may need changing.

Know the AA Literature

You will be better able to serve your group, to answer questions, and to make recommendations if you are familiar with the contents of most, if not all, of the pamphlets now available. In other words, do your "homework" on AA.

Sign Up Volunteers

Since your responsibility as an Intergroup representative brings you face-to-face with AA's overall activities, you can take on the task of recruiting members of your group to assist in our mission of "carrying the message." Activities that we utilize to "pass it on" include: going out on Twelve Step calls, serving as a volunteer answering the "Hotline", representing AA as a speaker in schools or at other non-AA meetings, or serving on committees for any of Intergroups events. All of these ventures require much assistance. Most members only need to be reminded that there is a need for volunteers on such committees as Public Information (PI) and Cooperation With the Professional Community (CPC).



Help Keep AA Effective & Self-Supporting

One of the most important ways an Intergroup representative can serve is to encourage his/her group to be consistent in making contributions to the operation of Siouxland Intergroup, and the General (next page)