

Southern Alberta Intergroup Positions

Intergroup Chairperson

Clean Time Required: 2 Years

The duties of this position shall be:

- To conduct the monthly Intergroup meetings in a timely, orderly and diplomatic manner.
- Chairperson facilitates discussion and debates on items before Intergroup.
- Chairperson does not vote, unless there is a tie.
- Chairperson will assist committees where required.
- Chairperson is a signing authority on the Intergroup bank accounts.

Intergroup Vice Chairperson

Clean Time Required: 2 Years

The duties of this position shall be:

- To perform the duties of the Chairperson or Secretary when either the Chairperson or Secretary is absent
- Vice Chairperson will assist committees where required.
- Vice Chairperson is a signing authority on the Intergroup bank accounts.

Secretary

Clean Time Required: 90 Days

The duties of this position shall be:

- To take accurate minutes of each Intergroup meeting that reflect what has taken place.
- To prepare the agenda for each month's meeting.
- To forward copies of the minutes and the agenda to all groups and interested members.
- To handle correspondence between Intergroup and the International Service Office (ISO)
- To maintain a record book of Intergroup Minutes.
- To maintain a log of past Intergroup motions.
- Any other duties as assigned by the Chairperson or Intergroup.

Treasurer

Clean Time Required: 2 Years

The duties of this position shall be:

- To collect, record and prepare for disbursement all funds collected from the groups.
- To pay all bills and prepare a monthly financial statement.
- To maintain a file of Intergroup Treasurer's Reports, receipts, bank statements and related items for the current year.
- Treasurer is a signing authority on the Intergroup Bank Accounts.
- Any other duties as assigned by the Chairperson or Intergroup

Literature Chairperson

Clean Time Required: 2 Years

The duties of this position shall be:

- To order and maintain an adequate supply of approved GA literature from the International Service Office (ISO)
- Adequate supply of literature on hand as defined by Intergroup as \$2500 Canadian (Exchange, GST and Shipping included)
- That the literature received from the International Service Office (ISO) is priced correctly taking in account Exchange, GST, and shipping included.
- To sell approved GA literature to all GA groups, individuals and treatment centers and remit funds to the Treasurer.
- Any other duties as assigned by the Chairperson or Intergroup

Pressure Relief Group Chairperson

Clean Time Required: 2 Years

The duties of this position shall be:

- To educate the groups on pressure relief and give assistance to groups where needed.
- To conduct Pressure Relief Group meetings when needed by members.
- Any other duties as assigned by the Chairperson or Intergroup

Public Relations Chairperson

Clean Time Required: 9 months

The duties of this position shall be:

- To carry the message of Gamblers Anonymous to the compulsive gambler who still suffers through the medium of personal contact using telephone, mail, newspapers, radio, television, churches, schools, charitable organizations and service clubs.
- To distribute Gamblers Anonymous literature to compulsive gamblers and to any person, organization or institution which desires it.
- To distribute current meeting lists to local social agencies including Alberta Mental Health on a regular basis.
- To encourage interest and knowledge of activities and programs of Gamblers Anonymous with peace officers, parole officers, correctional institutions, doctors, newspapers, radio and television broadcasting companies, churches, charitable organizations and service clubs.
- Any other duties as assigned by the Chairperson or Intergroup

Sunrise Chairperson

Clean Time Required: 9 months

The duties of this position shall be:

- To carry the message of Gamblers Anonymous to the clients of the Sunrise Treatment Center.
- To Co-ordinate volunteers to speak to the clients of the treatment center as required.
- Any other duties as assigned by the Chairperson or Intergroup.

Social Activities Chairperson

Clean Time Required: 90 Days

The duties of this position shall be:

- To coordinate and follow through on social functions as directed by Intergroup.
- To coordinate with the groups various functions throughout the year.
- Any other duties as assigned by the Chairperson or Intergroup

Telephone Chairperson

Clean Time Required: 9 months

The duties of this position shall be:

- To keep the telephone service advised of meeting schedules and locations.
- To keep the telephone service advised of hotline volunteer names, telephone numbers and their available hours.
- To keep the answering service and Intergroup advised of any problems reported by Gamblers Anonymous members.
- To monitor usage of the answering service and to keep Intergroup informed as to the detail of monthly usage and volunteer participation statistics.
- To return any messages left in the hotline mailbox.
- Any other duties as assigned by the Chairperson or Intergroup.

Webmaster

Clean Time Required: 90 Days

The duties of this position shall be:

- To maintain the website (albertaga.net) in a manner that represents the principles of Gamblers Anonymous.
- To keep in mind the guidelines for Gamblers Anonymous Intergroup/RSO websites as set out by the Board of Trustees.
- To keep a current list of meetings, locations, and times of meetings on the website and the on the International Gamblers Anonymous website meeting list.
- To coordinate with the Literature Chairperson that the prices listed on the literature page are accurate.
- To keep Intergroup advised of all business concerning the cost and operation of the website.
- Any other duties as assigned by the Chairperson or Intergroup