

June 10, 2020 Ottawa Area Intergroup Meeting

Attendance (Intergroup Board)

| Position | Name | Position | Name |
|---------------------|-------------|----------------------------|---------------------|
| Chair | Harry B. | Literature | Doris M. (absent) |
| Vice-Chair | Frank O. | Webmaster | Carolyn O. |
| Secretary | Charlene S. | Newsletter | Jeff F. |
| Treasurer | Sandy C. | Spring Conference | Cindy E-M. (absent) |
| TAS Coordinator | Al L. | Eastern Ontario Conference | Richard C. |
| 12 Step Coordinator | Natalie L. | | |

Groups in Attendance

Attitude of Gratitude, B-United, Beacon Hill, Beyond Belief, By the Book, Fellowship, Freedom, Friday Night Chelsea Big Book, New Day, Oasis, Parkwood Hills, Queensway Carleton, Search for Serenity, Step by Step, Step Sisters, Stittsville Serenity and Sunrise, Stittsville 2nd Chance, Vanier Early Birds, Westboro Big Book, West End Group, Women in Step, Uptown.

Opening and Introductions

Chair opens the meeting at 7:02pm with a moment of silence, followed by the Serenity Prayer and the reading of the 12 Traditions;

Roll Call and Voter count: 31 voters; 3 non-voters

May Minutes were approved by majority of members

Reports:

Chair (Harry B.):

- 1) Online meetings: The city has begun speaking about reopening facilities around the city, but Chair acknowledges that each group is autonomous and that Intergroup can only make the recommendation that all groups follow Ottawa Public Health regulations. Intergroup will keep people informed as much as possible.
- 2) Intergroup Office: no timeline for opening the physical office at this point.
- 3) New COVID-19 committee: meeting for the first time this Sunday.

Vice-Chair (Frank O.):

- 1) Nothing to report.

Secretary (Charlene S.):

- 1) Requests that groups continue to submit their 2020 Group Census forms online to secretary@ottawaaa.org

Treasurer (Sandy C.): (see attached Treasurer Report for details)

- 1) OAIG Finances: We currently have over 20k at our disposal, with monthly costs sitting at around \$1,300. Income is still lower than last year, both from fewer donations, and because we did not have a Spring Conference, which generally gives us a surplus; OAIG currently owes CRA approximately \$1500.

- 2) Cashing in GIC: Since we have a deficit each month, we may need to cash another of our three remaining GICs, though each time we do, it takes time and money;
- 3) Government Funding: not a possibility for us since it goes against our 7th tradition;
- 4) Online banking: Intergroup can now accept e-transfers; please send to treasurer@ottawaaa.org. These donations go directly to Intergroup; if you are trying to donate to a specific group, please donate to them directly.

TAS Coordinator (Al. L.):

- 1) Volunteers: Some groups continue to miss their commitments;
- 2) TAS Statistics: 195 calls, 55 voicemails, 30 calls between 10am and 10pm, 139 remotely-answered calls, 107 assigned shifts (86%);
- 3) Training: Still looking for volunteers, especially during Covid-19. TAS training is available online, and takes a very short amount of time. Approx 30 out of 130 groups volunteer for shifts Contact TAS@ottawaaa.org

12-Step Coordinator (Nathalie L.):

- 1) Volunteers: No new volunteers in May; anyone who is interested, please contact 12step@ottawaaa.org

Literature Coordinator (Doris M.): Absent

literature@ottawaaa.org

Webmaster (Carolyn O.): webmaster@ottawaaa.org

- 1) Minutes: April and May Minutes have been added to the website, and anyone on the mailing list will be notified;
- 2) Literature sales and curbside pickup: Webmaster suggests we try online sales and curbside pickup for AA literature. A volunteer (e.g. regular office volunteers) could fill the orders purchased online. Considerations:
 - a) Literature is already available online, but physical sales would help Intergroup financially.
 - b) We are unsure of demand, but could be tested for a month
 - c) Office at Bronson Centre isn't open after 5pm or on weekends
 - d) Literature coordinator is absent, so no motions will be taken. Intergroup Directors to follow up with Bronson Centre and Literature Coordinator.
- 3) AA Updates and Announcements: Group Members can subscribe on the website to receive updates and announcements;
- 4) Online contributions: Groups continue to add 7th tradition buttons or e-transfer information to their group's pages; information on how to do this is available on the website.

Newsletter Coordinator (Jeff F.):

- 1) June edition: Continuing to focus on real stories of AA members, such as interviews with people;
- 2) New feature: Section called "Creative Corner" started as a way for members to be creative and to share their poems, artwork, photos etc. with others;
- 3) If any groups have any ideas or stories of groups who have successful meetings outside or anything, email newsletter@ottawaaa.org
- 4) Copies remain available only online. Subscribe Online.

Spring Conference Chair (Cindy E-M.) : ABSENT

- 1) Last refunds from ticket sales have been issued.

Eastern Ontario Conference Chair (Richard C.):

- 1) Eastern Ontario "Fall" Conference (EOC): After discussions with the Hellenic Centre and with the Intergroup Chair, Fall Conference has been cancelled. Hellenic Centre will refund the deposit. Committee has offered to return to plan the 2021 Conference.
- 2) Chair thanks the EOC Committee for all of their hard work and appreciates the offer to plan next year's conference.
 - a) Motion to have Committee return next year as it exists for Conference 2021: John P. (Step By Step)
 - b) Steve H. (B-United) seconds
Carried Unanimously

Policies & Procedures Committee (Clint M.): (See attached document)

- 1) Committee has incorporated comments and changes submitted to date. Required sobriety for positions is now more consistent, but this was the only significant change; New draft available with changes highlighted;
- 2) Committee wants Intergroup to vote on the second section changes in the near future. There is one more section to update after this in order to fully have an updated document;
 - a) Send comments on Policies and Procedures Version sent out with these minutes to clint.mackenzie@icloud.com

Note: The Policies and Procedures document is an extension of the Bylaws, and meant to complement it. When there are discrepancies between the two, the Bylaws take precedence.

New Business:

- 1) New committee: Chair would like to create a new committee to discuss planning for reopening post-COVID-19 - eight participants so far, first meeting this Sunday at 4pm. Discussion will include: making coffee, best practices for greeting, facilities holding in-person meetings, Zoom meetings becoming permanently available; Intergroup-hosted meetings; etc.
 - a) Volunteers: Chair requests that members who are interested in joining this committee contact him at chair@ottawaaa.org
- 2) Michel B. (Beyond Belief) Cooperation with the Professional Community Committee Contacted approximately 30 local newspapers to see if they would donate some space for AA promotion; Glebe has accepted, we may buy space for ads, to be discussed.
- 3) Gene M. (Freedom) announces that the Vanier Roundup has been cancelled indefinitely
- 4) Harry B (Chair) - Virtual Conference in Fall - if anyone is interested in volunteering or has experience with virtual conferences, please contact the Chair.

Meeting closed at 8:16pm with the responsibility pledge.

Next meeting: July 8th, 2020



Ottawa Area Intergroup of Alcoholics Anonymous

Treasurer Report

June 10, 2020

1. Cash in the Bank \$2814, value of GICs \$17365
2. Inventory currently valued at \$15,565
3. Interac Etransfer to treasurer@ottawaaa.org
4. Year to date deficit of \$6506
5. Revenues continue to lag behind last year.
 - a. Group donations down
 - b. Sales Revenues down
 - c. Conference surplus non-existent
6. Monthly expenses \$1320.

To Do

1. Continue to pay the bills.
2. Make some friends at CRA.
3. Reconcile quickbooks data and bank data.
4. Continue with zoom and practice social distancing

Ottawa Area Intergroup of Alcoholics Anonymous

INCOME AND EXPENSES YTD COMPARISON

January 1 - June 10, 2020

| | TOTAL | | |
|---------------------------------------|----------------------|---------------------------|-----------------|
| | JAN 1 - JUN 10, 2020 | JAN 1 - JUN 10, 2019 (PY) | % CHANGE |
| INCOME | | | |
| 42000 Literature Sales | 3,966.27 | 11,417.78 | -65.26 % |
| 42050 Meeting List Sales | 256.57 | 422.00 | -39.20 % |
| 42150 Medallions & Other Sales | 978.24 | 1,523.61 | -35.79 % |
| 42200 Grapevine Sales | 241.36 | 1,327.87 | -81.82 % |
| Total Income | \$5,442.44 | \$14,691.26 | -62.95 % |
| COST OF GOODS SOLD | | | |
| 50000 Cost of Goods Sold | | | |
| 51210 Literature | 3,073.32 | 9,039.82 | -66.00 % |
| 51220 Meeting Lists | 246.98 | 429.76 | -42.53 % |
| 51240 Medallions & Other | 688.99 | 1,098.80 | -37.30 % |
| 51250 Grapevine | 207.18 | 1,037.86 | -80.04 % |
| Total 50000 Cost of Goods Sold | 4,216.47 | 11,606.24 | -63.67 % |
| Inventory Shrinkage | | 570.83 | -100.00 % |
| Inventory Shrinkage-1 | | 37.97 | -100.00 % |
| Total Cost of Goods Sold | \$4,216.47 | \$12,215.04 | -65.48 % |
| SURPLUS/DEFICIT | \$1,225.97 | \$2,476.22 | -50.49 % |
| EXPENSES | | | |
| 50001 Inventory Adjustment Account | 81.51 | 1.03 | 7,813.59 % |
| 50340 Depreciation | 12.50 | 1,412.51 | -99.12 % |
| 51000 Office Expenses | | | |
| 51035 Postage and Courier | 18.30 | 6.11 | 199.51 % |
| 51050 AA Web Site | 544.01 | | |
| 51070 Internet | 263.69 | 571.41 | -53.85 % |
| 51090 Office Supplies | 199.19 | 270.41 | -26.34 % |
| 51091 Water Cooler - Water | 26.55 | 66.00 | -59.77 % |
| 51092 Water Cooler - Rent & Supplies | | 36.00 | -100.00 % |
| 51095 Repair & Maintenance | | 25.00 | -100.00 % |
| 51140 Photocopying | | 257.06 | -100.00 % |
| Total 51000 Office Expenses | 1,051.74 | 1,231.99 | -14.63 % |
| 51010 Rent Mc Nabb Community Centre | 400.00 | 179.16 | 123.26 % |
| 51020 Rent Mac Hall- Intergroup | 184.00 | 470.00 | -60.85 % |
| 51030 Bronson Office Rent & Parking | 6,232.32 | 6,015.48 | 3.60 % |
| 51036 ROH Auditorium Rental | | 100.00 | -100.00 % |
| 51040 Telephone | 600.32 | 1,114.54 | -46.14 % |
| 51060 Travel | | 176.89 | -100.00 % |
| 51080 Insurance | 593.80 | | |
| 51096 Office Cleaning & Supplies | 300.00 | 13.96 | 2,049.00 % |
| 51100 Accounting Remote Access Fee | | 182.54 | -100.00 % |
| 51110 Audit and Legal Fees | | 12.00 | -100.00 % |
| 51112 Salaries and Wages | 6,363.82 | 5,405.40 | 17.73 % |

Ottawa Area Intergroup of Alcoholics Anonymous

INCOME AND EXPENSES YTD COMPARISON

January 1 - June 10, 2020

| | TOTAL | | |
|--|----------------------|---------------------------|------------------|
| | JAN 1 - JUN 10, 2020 | JAN 1 - JUN 10, 2019 (PY) | % CHANGE |
| 51114 Employers Payroll Tax Expenses | | | |
| 51116 CPP Expense | 146.91 | 207.05 | -29.05 % |
| 51117 EI Expense | 215.42 | 122.55 | 75.78 % |
| Total 51114 Employers Payroll Tax Expenses | 362.33 | 329.60 | 9.93 % |
| 51120 Bank Charges | 190.90 | 119.68 | 59.51 % |
| 51121 QuickBooks Payments Fees | 300.00 | 122.35 | 145.20 % |
| 51230 Newsletters Printing Costs | 375.00 | 685.00 | -45.26 % |
| Ministry of Finance (ON) Expense | 128.80 | 80.54 | 59.92 % |
| Total Expenses | \$17,177.04 | \$17,652.67 | -2.69 % |
| OTHER INCOME | | | |
| 42220 McNabb Meeting 7th Tradition | 122.50 | 351.35 | -65.13 % |
| 42250 Group /Individual Contributions | 9,325.81 | 11,046.14 | -15.57 % |
| 42300 Net Spring Conference Income | | | |
| 42311 Sales Spring Conf. Banquet | -0.01 | 7,836.31 | -100.00 % |
| 42313 Spring Conf Day Tickets & 7th | 100.00 | 5,505.50 | -98.18 % |
| 42315 Group Donations Spring Conf | 350.00 | 2,683.60 | -86.96 % |
| 51160 Spring Conference Expenses | -453.60 | -13,098.35 | 96.54 % |
| Total 42300 Net Spring Conference Income | -3.61 | 2,927.06 | -100.12 % |
| 42305 Net Eastern Ontario Conference Income | | | |
| 42312 Banquet Sales Eastern Ontario Conf. | | 782.31 | -100.00 % |
| 51170 Eastern Ontario Conference-Expenses | | -740.98 | 100.00 % |
| Total 42305 Net Eastern Ontario Conference Income | | 41.33 | -100.00 % |
| Total Other Income | \$9,444.70 | \$14,365.88 | -34.26 % |
| SURPLUS/DEFICIT | \$ -6,506.37 | \$ -810.57 | -702.69 % |

Ottawa Area Intergroup of Alcoholics Anonymous

BALANCE SHEET COMPARISON

As of June 10, 2020

| | TOTAL | | |
|--|--------------------|-------------------------|-----------------|
| | AS OF JUN 10, 2020 | AS OF JUN 10, 2019 (PY) | % CHANGE |
| Assets | | | |
| Current Assets | | | |
| Cash and Cash Equivalent | | | |
| 10000 Cash in Bank | 2,999.05 | 8,622.80 | -65.22 % |
| 10550 GIC -Ivestments | 17,365.51 | 21,332.05 | -18.59 % |
| 12000 Cash on Hand for Deposit | 0.00 | 0.00 | |
| Total Cash and Cash Equivalent | \$20,364.56 | \$29,954.85 | -32.02 % |
| Accounts Receivable (A/R) | | | |
| 11000 Accounts Receivable | 0.00 | 0.00 | |
| Total Accounts Receivable (A/R) | \$0.00 | \$0.00 | 0.00% |
| 12030 Advance-Spring Conference | 0.00 | 0.00 | |
| 12040 Advance - Eastern Ontario Conference | 1,000.00 | 1,500.00 | -33.33 % |
| 12060 Advance to Canadathon | 0.00 | 0.00 | |
| 12100 Inventory Asset | 0.00 | -12.11 | 100.00 % |
| 13260 Literature Inventory | 9,603.58 | 8,644.68 | 11.09 % |
| 13270 Medallions and Other Inventory | 2,270.81 | 1,730.24 | 31.24 % |
| 13280 Meeting List Inventory | 805.23 | 390.87 | 106.01 % |
| 13290 Grapevine Inventory | 2,885.46 | 3,239.22 | -10.92 % |
| Total 12100 Inventory Asset | 15,565.08 | 13,992.90 | 11.24 % |
| 13200 Prepaid Rent Mac Hall | 368.00 | 940.00 | -60.85 % |
| 13210 Prepaid Insurance | 1,163.49 | 1,006.78 | 15.57 % |
| 13211 Prepaid Web Site for AA | 0.00 | 0.00 | |
| 13240 Prpd Mc Nabb Sunday Mtng. Rent | 472.76 | 358.34 | 31.93 % |
| 13241 Prepaid Rent Bronson | 1,022.18 | 1,022.18 | 0.00 % |
| 13250 Prepaid Legal & Accounting Fees | 0.00 | 0.00 | |
| Uncategorized Asset | 0.00 | 0.00 | |
| Total Current Assets | \$39,956.07 | \$48,775.05 | -18.08 % |
| Non-current Assets | | | |
| Property, plant and equipment | | | |
| 13410 Office Furniture | 5,517.87 | 5,640.65 | -2.18 % |
| 13420 Accum Dprctn. Office Furniture | -5,339.62 | -5,285.64 | -1.02 % |
| 13450 Leasehold Improvements | 15,157.77 | 15,157.77 | 0.00 % |
| 13451 Computer Equipment | 2,496.82 | 2,496.82 | 0.00 % |
| 13452 Accum Dprctn Computer Equipment | -2,496.82 | -2,152.47 | -16.00 % |
| 13460 Accum Dprctn. Leasehold Imp | -15,157.77 | -13,837.10 | -9.54 % |
| Total Property, plant and equipment | \$178.25 | \$2,020.03 | -91.18 % |
| Total Non Current Assets | \$178.25 | \$2,020.03 | -91.18 % |
| Total Assets | \$40,134.32 | \$50,795.08 | -20.99 % |

Ottawa Area Intergroup of Alcoholics Anonymous

BALANCE SHEET COMPARISON

As of June 10, 2020

| | TOTAL | | |
|--|--------------------|-------------------------|------------------|
| | AS OF JUN 10, 2020 | AS OF JUN 10, 2019 (PY) | % CHANGE |
| Liabilities and Equity | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable (A/P) | | | |
| 20000 Accounts Payable | 30.00 | 890.18 | -96.63 % |
| Total Accounts Payable (A/P) | \$30.00 | \$890.18 | -96.63 % |
| 20100 Accrued Liabilities | 0.00 | 0.00 | |
| 23000 Payroll Taxes Payable | 0.00 | 0.00 | |
| 23100 Payroll Federal Tax Payable | 224.87 | 16.34 | 1,276.19 % |
| 23110 CPP Payable | 1,025.84 | 111.58 | 819.38 % |
| 23120 EI Payable | 340.92 | 58.20 | 485.77 % |
| Total 23000 Payroll Taxes Payable | 1,591.63 | 186.12 | 755.16 % |
| 23130 Salaries and Wages Payable | 0.00 | 0.00 | |
| 25500 GST/HST Payable Intrgrp Oprtns. | -119.87 | 153.55 | -178.07 % |
| 25550 GST/HST Payable Spring Conf. | -5.71 | 0.00 | |
| 25560 GST/HST Payable Fall Conf | 0.00 | 0.00 | |
| Total 25500 GST/HST Payable Intrgrp Oprtns. | -125.58 | 153.55 | -181.78 % |
| 25600 Deferred Sales Revenue | 0.00 | 0.00 | |
| Receiver General Suspense | 1,775.97 | -54.20 | 3,376.70 % |
| Total Current Liabilities | \$3,272.02 | \$1,175.65 | 178.32 % |
| Total Liabilities | \$3,272.02 | \$1,175.65 | 178.32 % |
| Equity | | | |
| 30000 Opening Balance Equity | 222.30 | 152.95 | 45.34 % |
| Retained Earnings | 43,146.37 | 50,277.05 | -14.18 % |
| Surplus/Deficit for Year | -6,506.37 | -810.57 | -702.69 % |
| Total Equity | \$36,862.30 | \$49,619.43 | -25.71 % |
| Total Liabilities and Equity | \$40,134.32 | \$50,795.08 | -20.99 % |

Ottawa Area Intergroup of Alcoholics Anonymous®

Policies and Procedures: Intergroup Purpose, Structure,
Membership and Roles and Responsibilities of Directors

June 10, 2020

*Note: This document is only one part of the overall policies and procedures document. Other sections will be provided for review and approval by the membership as they become available.

Revision Log

| Revision Number | Revision Date (mm/dd/yyyy) | Nature of Revision | Date Approved (Membership) |
|------------------------|-----------------------------------|--|-----------------------------------|
| .95 | 02-03-2020 | Initial Draft | |
| 1.0 | 02-23-2020 | Updates recommended from Intergroup Board | |
| 1.1 | 03-05-2020 | Updates recommended from Intergroup Board | |
| 1.2 | 03-29-2020 | Updates recommended from Intergroup Board and Beacon Hill | |
| 1.3 | 05-31-2020 | Updates recommended from Literature Coordinator, Beacon Hill and Secretary, and Policies and Procedures Committee. | |
| 1.4 | 05-10-2020 | Various editorial changes suggested by member. Area/Intergroup diagram mirrored on the Intergroup side. | |
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About Ottawa Area Intergroup

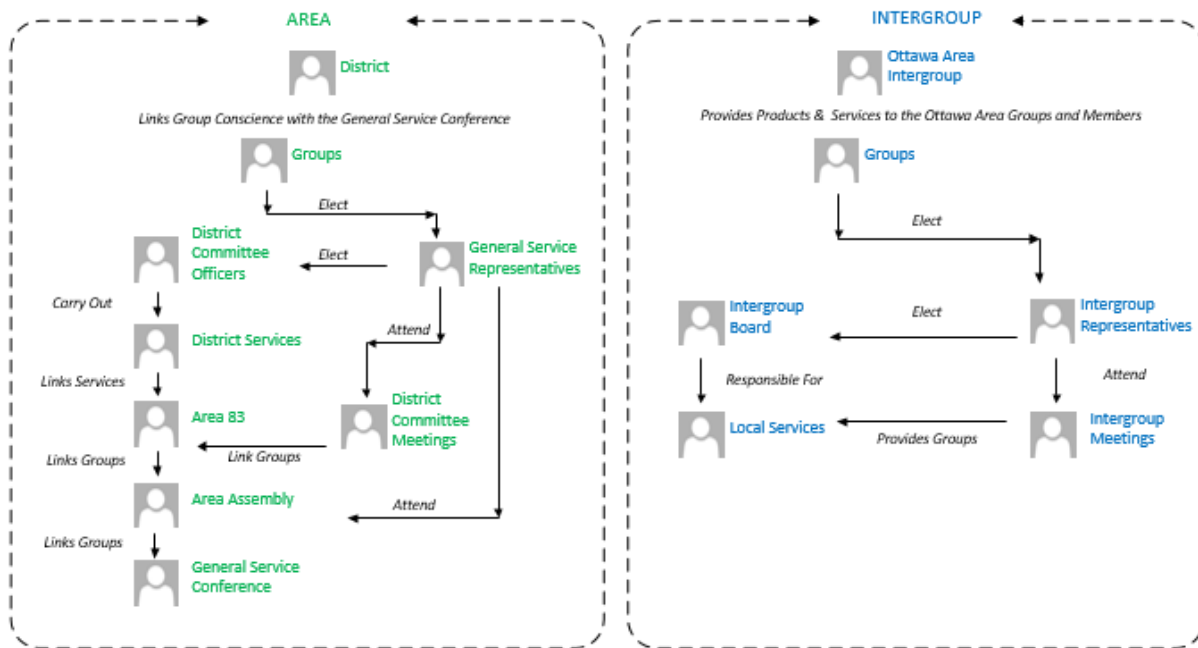
1. Purpose

Intergroup is a service committee established pursuant to the Ninth Tradition of Alcoholics Anonymous to operate on behalf of the participating individual groups of Alcoholics Anonymous in the Ottawa area in accordance with the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

2. Structure

Relationship to General Service Structure (A83/Districts)

Intergroup primarily services groups in three Area 83 Districts; District 54 (Bytown), District 58 (East Ottawa) and District 62 (West Ottawa). While the districts are responsible for linking group conscience with the General Service Structure and providing information and services about AA to and through the Professional Community, it is Intergroup’s responsibility to help groups carry the AA message to the still suffering alcoholic. It does this through a service center in Ottawa, known as the Ottawa Area Intergroup Office of Alcoholics Anonymous.



Primary Purpose:
Linking group conscience with the General Service Conference.

District Services:
Information about AA to the Professional Community, Treatment and Detention Centers; Grapevine Literature, and Local Archives services.

Primary Purpose:
To help groups carry the AA message to the still suffering Alcoholic

Intergroup Services:
Intergroup Office, Telephone Answering Service, 12-Step Services, Website, Meeting List, Newsletter, AA Literature, Conferences.

Image 1

The Ottawa Area Intergroup Office of Alcoholics Anonymous provides products and services including but not limited to; a Telephone Answering Service; a 12-Step Call List; a Local Website; a Meeting List; a Newsletter; events including the Eastern Ontario Conference and the Spring Conference known as the Springathon; and a large selection of AA Approved Literature.

The Ottawa Area Intergroup Office of Alcoholics Anonymous is open to all, and is self-supporting primarily through voluntary contributions from participating groups, individual members and proceeds received through literature sales.

3. Members

Intergroup Representatives

Intergroup Representatives are AA members elected by their respective groups to participate in the operations of Intergroup, on behalf of the group.

It is desirable that group representatives have at least one year of continuous sobriety, be active members of the group they represent and be willing to become familiar with the services offered by Alcoholics Anonymous.

An Alcoholics Anonymous group may signify its intention to join Intergroup by registering the following information with the Intergroup Secretary: Group Name, Location, Type, Day(s), Time(s), Elected Representative and Alternate Elected Representatives, Name, Email Address, Phone Number.

Intergroup Officers

There are eleven Intergroup officers elected to sit on the Intergroup Board of Directors which serves as an Operating Committee for the Intergroup.

Eight of the officers are Directors in accordance with the Ontario Corporations Act. Directors of the Intergroup Board are considered members. The offices associated with those seats are chair, vice-chair, secretary, treasurer, telephone answering coordinator, webmaster, newsletter editor, and literature coordinator.

The 3 additional officers are the Springathon chair, the Eastern Ontario Regional Conference chair, and the 12-step coordinator, who are considered members of Intergroup but do not have the same responsibility as the directors. Other officers may be elected in accordance with the by-laws.

Officers and directors are elected by vote in December of each year or at a membership meeting during the year, should a vacancy occur. Should a vacancy

occur in the final three months of a term, the remaining members shall continue with the reduced number so long as requirements for a quorum can be met.

Should a vacancy occur in the office of the chair, the vice-chair becomes the chairperson. Should a vacancy occur in the office of the vice-chair, the vacancy shall be temporarily filled by a currently serving member of the board, as chosen by the board. The same holds true for sub-committee vacancies. Such temporary appointments will be subject to ratification at the first Intergroup meeting after the vacancy until the position can be filled permanently by election.

Board meetings shall be held monthly. Four members including the chair or the vice-chair, shall constitute a quorum. Members of the board have an equal voice and vote at board meetings.

If any member of the board has a perceived conflict of interest, such member shall recuse themselves from the discussion and from the vote pertaining to the matter.

No member of the board may serve as an Intergroup representative or sub-committee chair unless otherwise agreed to by the membership with substantial unanimity.

Members of the board shall hold office for a two-year term with exception of the Eastern Ontario Regional Conference chair and the spring conference chairs, who will hold office for a one-year term.

No member of the board shall be eligible for re-election to the same position upon expiration of their term on the board until 24 months have lapsed.

Following elections in December, the rotation of the newly elected board will take place at the conclusion of the Intergroup meeting in January.

4. Roles and Responsibilities of Directors

Below is description of the role, responsibility, suggested qualifications and duties for each position.

All directors are required to operate in accordance with the Corporate By-Laws as amended from time to time by the members. The policies and procedures describe in further detail how the operations of Intergroup are conducted. All directors should have legal capacity to sit on the board under the applicable legislation.

Directors shall be guided by the 12 Traditions and 12 Concepts of AA.

Chairperson

This is a position of responsibility ensuring the smooth functioning of the Ottawa Area Intergroup Office of Alcoholics Anonymous, the board of directors for Alcoholics Anonymous in Ottawa, its sub-committees and membership. By virtue of election to the position, the chairperson is the president of the non-profit corporation known as Ottawa Area Intergroup. The chairperson shall ensure to the best of their ability, that the operations of Ottawa Area Intergroup are carried out in accordance with applicable legislation. If the need arises, the chairperson shall appoint a governance advisor with knowledge of applicable legislation to aid in carrying out related duties.

Qualifications:

A chairperson should generally have at least 5 years of continuous sobriety.

The outgoing vice-chairperson is generally appointed as the chairperson.

If for whatever reason the vice-chairperson is not appointed as chairperson, the qualifications of the vice-chairperson position shall apply.

The chairperson needs to have the time and energy to serve Intergroup well.

Duties:

As determined by the group conscience of the Intergroup body, the chairperson shall:

- Preside at monthly membership meetings of Intergroup.
- Preside at Intergroup board meetings.
- Sit as a member of the Policy and Procedures Committee.
- Familiarize themselves with the day-to-day functioning of the Intergroup office.
- Act as a signing officer for the Intergroup.
- Review the bank statement, bank reconciliation and related documentation each month.
- Be responsible for the general management, supervision and coordination of the affairs and operations of Intergroup between meetings including the supervision of all employees and daytime volunteers who will report to the chairperson or other board member that may be appointed by the chairperson from time to time.
- Act as an ex officio member of all committees of Intergroup. May appoint a delegate to sit on certain committees.

- Sign all by-laws and other documents requiring execution on behalf of Intergroup with the secretary or other officer appointed by the board of directors for that purpose.
- Oversee the general management of the McNabb meeting.
- Arrange an annual review of financial statements in accordance with generally accepted standards for review engagements.
- Respond to, or manage correspondence directed to the Ottawa Area Intergroup general email address.

Vice-chairperson

This is a position of responsibility as this person takes on the duties of the chairperson in his/her absence. The vice-chairperson will also perform such duties as may be delegated to him/her by the chairperson.

Qualifications:

A vice-chairperson should generally have at least 4 or 5 years of continuous sobriety.

A vice-chairperson should generally have served as an Intergroup Representative on behalf of a home group.

The vice-chairperson needs to have the time and energy to serve Intergroup well.

Duties:

As determined by the group conscience of the Intergroup body, the vice-chairperson shall:

- Act as a signing officer for Intergroup.
- Attend monthly meeting of Intergroup and Intergroup board meetings.
- Act as a liaison officer between Intergroup and its subcommittees as the chairperson may designate
- Report subcommittee activities to the Intergroup board.
- Fill vacancy of chair on such Intergroup subcommittees in a non-voting, interim capacity.
- Encourage members to respect the principles expressed in the Twelve Traditions, Twelve Concepts and the Intergroup Operating Policies and Procedures and Guidelines.
- Familiarize themselves with the Intergroup staff and their duties.
- Encourage unity and participation of the groups in the Intergroup service area.

Secretary

As determined by the group conscience of the Intergroup body, the secretary shall attend all meetings of members and the board of directors and keep an accurate record of facts and minutes of all meetings, as well as the names of all members attending the meetings. The secretary will maintain an up-to-date list of all participating groups of Alcoholics Anonymous and be responsible for maintaining and updating the lists of motions of continuing effect for the regular Intergroup meeting and also for the executive meeting.

Qualifications:

A secretary should generally have at least 3 to 5 years of continuous sobriety. Should have general computer skills, preferably with Microsoft Office (Word, Excel). Should have previous Intergroup service experience.

Duties:

As determined by the group conscience of the Intergroup body, the secretary shall:

- Attend monthly meeting of Intergroup and Intergroup board meetings.
- Keep complete and accurate record of facts and minutes of all meetings.
- Keep a current list of the names of all members attending meetings.
- Distribute minutes to group representatives and directors as soon as possible after each meeting of members.
- Maintain an up-to-date list of groups participating as members of Intergroup together with the contact information of the group representatives, their alternates and the officer members of Intergroup.
- As required, share email or other correspondence received by Intergroup in a timely manner and when appropriate, seek the guidance and direction of Intergroup officers on the preparation of appropriate responses to such correspondence.
- Give all required notices to members (Intergroup representatives, their alternates and officers).
- Be the custodian of the seal of Intergroup and of all books, papers, records, correspondence, contracts and other documents belonging to Intergroup which will be kept at the Intergroup offices and may be produced only when authorized by a resolution of the members or the board of directors.
- Be responsible for maintaining and updating the lists of motions of continuing effect for the regular Intergroup meeting and also executive meetings.
- Post membership minutes to website.

Treasurer

As determined by the group conscience of the Intergroup body, the treasurer shall: The treasurer will keep full and accurate accounts of all receipts and disbursements of Intergroup in proper books of account and will prepare financial statements in accordance with generally accepted accounting principles (GAAP). The treasurer will deposit all moneys or other valuable effects in the name and to the credit of Intergroup. The treasurer will also act as a financial advisor to all committees and will perform such other duties as may from time to time be determined by Intergroup or the board of directors.

Qualifications:

Should generally have at least 3 to 5 years of continuous sobriety and a knowledge of bookkeeping and financial reporting.

Should have general computer skills, preferably with Microsoft Office (Word, Excel) and accounting software.

Should have previous Intergroup service experience.

Duties:

As determined by the group conscience of the Intergroup body, the treasurer shall:

- Keep full and accurate accounts of all receipts and disbursements of Intergroup in proper books of account and will prepare financial statements.
- Deposit all moneys or other valuable effects in the name and to the credit of Intergroup in such bank or banks as may from time to time be designated by the board of directors.
- Establish proper bank accounts.
- Disburse the funds of Intergroup under the direction of the board of directors.
- Attend monthly meeting of Intergroup and Intergroup board meetings.
- Provide to the Intergroup Membership for approval at its monthly meetings financial statements (statement of financial position, statement of operations) for the previous month's operations.
- Act as a signing officer for Intergroup.
- Submit an annual budget forecast to the board for review and approval prior to presentation to the Intergroup Membership for approval.
- Ensure appropriate banking and security measures are in place, including access to appropriate passwords.
- Present to Intergroup an annual statement of financial position and statement of operations which have been subject to 3rd party review in accordance with generally accepted standards for review engagements, and as determined by the membership.
- Oversee all bookkeeping, leases, contracts, etc. on behalf of Intergroup.

- Represent Intergroup in discussions with our insurance representative and oversee the general management of i) Office Insurance ii) Directors' and Officers' Liability Insurance iii) Master Policy for Insurance for member groups.
- Keep any and all sensitive information secure and in strict confidence.
- Act as a financial advisor to all committees and perform such other duties as may from time to time be determined by Intergroup or the board of directors.

Telephone Answering Coordinator

As determined by the group conscience of the Intergroup body, the telephone answering coordinator shall:

Co-ordinate group and individual responsibility for the maintenance of a telephone answering service on behalf of Intergroup which will operate twenty-four (24) hours each day and respond to all "Twelve Step" calls for assistance and produce a monthly schedule.

Qualifications:

Should generally have at least 3 to 5 years of continuous sobriety with good organizational and communication skills.

Should have general computer skills, preferably with Microsoft Office (Word, Excel).

Should have previous Intergroup service experience.

Duties:

As determined by the group conscience of the Intergroup body, the telephone answering coordinator shall:

- Post and maintain an online telephone answering schedule.
- Recruit volunteer members to answer the phone at the Intergroup Office from 10:00 am to 10:00 pm Monday through Sunday.
- Develop and maintain training literature on how to answer incoming calls at the Intergroup Office.
- Provide in-house and off-site telephone answering system training to volunteers.
- Assist in the development and maintenance of policies, procedures and guidelines related to answering and responding to incoming calls at the Intergroup Office.
- Ensure VOIP modem is functioning 24 hours a day and advise the board when the system goes down so corrective action can be taken.
- Ensure procedures are in place that all calls that go to voice mail are responded to within a reasonable time.

- Ensure process is in place that 12-Step calls are forwarded to the 12-Step volunteers.
- Encourage telephone answering service volunteers to follow the Twelve Traditions and the Policies, Procedures and Guidelines related to their position as published by Intergroup.
- Attend monthly membership meetings of Intergroup and Intergroup board meetings and report the number of 12 step calls coordinated as recorded in the daily log (online or in office). Report the number of incoming calls and TAS positions filled for the month.
- Organize a telephone answering system display table at Intergroup events where possible.
- Liaise and coordinate activities with 12-step coordinator.
- Provide annual statistics to the board including but not limited to: the number of incoming calls; calls answered by location (remote or not); calls not answered; shifts filled; shifts not filled; number of volunteers.

Literature Coordinator

As determined by the group conscience of the Intergroup body, the literature coordinator shall:

Train office volunteers on literature order transactions; keep literature supplies in order and in stock; and organize a literature table at Ottawa area AA events whenever possible.

Qualifications:

Should generally have at least 3 to 5 years continuous sobriety, detail oriented with good organizational and communication skills.

Should have general computer skills, preferably with Microsoft Office (Word, Excel).

Should have previous Intergroup service experience.

Duties:

- Assist the Intergroup chair in managing the intergroup office upkeep and maintenance.
- Monitor inventory levels to ensure an adequate supply.
- Advise the board and membership of new publications available from AAWS and the Grapevine.
- Communicate AA approved literature and other approved supply (medallions, chips, slogans, steps, traditions, concepts blinds) order requirements to Office Administrator.
- Reconcile inventory received against orders placed.
- Request the office administrator to report and resolve order discrepancies with the supplier.

- Forward all invoices and packing slips for goods received to Office administrator for processing.
- Mark price and book code on inside cover of all books for sale.
- Request the office administrator set up new inventory items in QuickBooks.
- Request the office administrator and webmaster update all price lists.
- Take mid-year and year-end inventory.
- Recruit volunteers to help take inventory.
- Report any inventory adjustment(s) to the treasurer and the office administrator.
- Train office volunteers on literature order transactions and related telephone answering techniques.
- Organize a literature table at Ottawa area AA events whenever possible.
- Recruit volunteers to help with the literature table at Ottawa area AA events.
- Label inventory shelving accurately and keep shelves neat and orderly.
- Provide annual statistics including but not limited to: The number of pamphlets provided, meeting lists provided, books provided.
- Update and produce price lists for use by the front-desk volunteers.
- Liaise with webmaster to ensure the on-line ordering system accurately reflects inventory availability.

Newsletter Coordinator

As determined by the group conscience of the Intergroup body, the Newsletter Coordinator shall:

Prepare and publish *Our Primary Purpose* in accordance with the Twelve Steps, Twelve Traditions and Twelve Concepts of AA as often as Intergroup may determine necessary. Engage and chair a newsletter committee to prepare submissions for board approval.

Qualifications:

Should generally have at least 3 to 5 years continuous sobriety with good organizational and communication skills.

Should have strong English grammar and writing skills and copyright/licensing awareness and compliance.

Should have general computer skills, preferably with Microsoft Office (Word, Excel).

Should have previous Intergroup service experience.

Should have clear understanding of AA Steps, Traditions and Concepts and how to apply them in publishing AA material.

Should be able to establish and chair the Primary Purpose Committee to include individuals with basic graphic editing skills and a working knowledge of Adobe Acrobat.

Should be able to engage the membership to provide articles for print in *Our Primary Purpose*.

Duties:

- Prepare and publish *Our Primary Purpose* in accordance with the Twelve Steps, Twelve Traditions and Twelve Concepts of AA as often as Intergroup may determine necessary.
- Engage a newsletter committee.
- Plan, design and approve layout and content for *Our Primary Purpose*.
- Liaise and coordinate with *Our Primary Purpose* service providers i.e., printer.
- Liaise with other AA service arms providing content for publication.
- Engage AA members to provide content for the newsletter.
- Chair *Our Primary Purpose* committee meetings as required.
- Create and obtain AA content for *Our Primary Purpose*.
- Edit submissions as required.
- Edit and approve *Our Primary Purpose* for submission to the board for final approval before publishing.
- Provide annual statistics on the number of newsletters distributed and the number of on-line subscribers/viewers.

Website / Email Coordinator (Webmaster)

As determined by the group conscience of the Intergroup body, the website/email coordinator shall:

Develop and maintain Ottawa Area Intergroup websites; regularly update and publish a printed directory of AA groups and meetings in Ottawa and surrounding areas; update and maintain Intergroup Office electronic and/or computer equipment and software.

Qualifications:

- **Should generally have at least 3 to 5 years** continuous sobriety with good organizational and communication skills.
- Should have strong grammar and writing skills and copyright/licensing awareness and compliance.
- **Should have strong general IT skills.**
- Should have general computer skills, preferably with Microsoft Office (Word, Excel).
- Should have previous Intergroup service experience.
- Should have clear understanding of AA Steps, Traditions and Concepts and how to apply them in publishing AA material.

- Should be able to establish and chair the Website Committee to include individuals with required skills.

Duties:

- Develop and maintain Ottawa Area Intergroup website(s).
- Maintain and ensure Intergroup office electronic and/or computer equipment and software are in good working order.
- Update and publish (with local printer) a printed directory of AA groups and meetings in Ottawa and surrounding area as needed.
- Keep Intergroup online meeting list synchronized with GSO Meeting Guide App.
- Facilitate the posting of board-approved AA content to website including board and membership minutes.
- Liaise with other AA service arms providing content for online publication.
- Respond to website issues as they arise in a timely manner.
- Recommend technology upgrades and/or updates to website and office and telephone equipment for intergroup board and/or membership approval.
- Provide annual statistics on website activity including: total unique website visits per year, average unique page visits per month; percentage mobile visits; number of visits by page.
- **Post minutes from board of director meetings online.**
- Provide annual statistics on the volume of email correspondence that flows through the office.

12-Step Coordinator – (Elected Officer)

As determined by the group conscience of the Intergroup body, the 12-step coordinator shall:

Engage members and provide training for members willing and able to carryout Intergroup 12-step calls.

Qualifications:

Should generally have at least 3 to 5 years continuous sobriety with good organizational and communication skills.

Should have general computer skills, preferably with Microsoft Office (Word, Excel).

Should have previous Intergroup service experience.

Duties:

- Provide programs and services to recruit members for the twelve-step call list.
- Provide training to members performing 12-step calls.
- Maintain 12-step call procedures.

- Recommend 12-step call program updates for Intergroup board and/or membership approval.
- Liaise with other AA service arms providing content for online publication.
- Liaise and coordinate activities with TAS Coordinator.
- Train for and act as back-up for TAS Coordinator.
- Provide annual statistics on twelve-step activity including but not limited to: number of 12-step call requests, number of 12-step calls carried out; number of currently active 12-step resources, by district and gender.

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