



Pinellas County Intergroup Chairman Policies & Procedures Form CPP v2.0

Requirements:

- Five years sobriety
- 1 year Intergroup experience
- Two-year term, beginning January 1st of odd years.
- Preferable to have PCI Steering Committee and Officer experience
- Knowledge of AA Service Manual
- Knowledge of procedure for chairing meetings
- Knowledge of Pinellas County Intergroup corporate entity
- Knowledge of Pinellas County Intergroup Bylaws and Book of Motions

Duties:

Per the Pinellas County Intergroup Bylaws:

The Chairperson shall be responsible for the day to day operations of Intergroup. The Chairperson shall preside at all regular and special meetings of Intergroup and the Steering Committee. If the Chairperson is unable to attend, he or she shall arrange to have the Vice Chairperson conduct meetings. The Chairperson shall be responsible for keeping issues clear, be an ex-officio member, without vote, of all Intergroup Committees and be a signer on the checking account.

In addition to the duties set forth above, each of the four Officers shall act as support personnel for the Central Office Manager.

Furthermore, as a member of the Steering Committee and per the Bylaws, the Chairperson shall also:

1. Be part of an advisory committee, collecting information as needed and communicating among Central Office, Standing Committees and Intergroup as a whole;
2. Oversee all financial matters;
3. Be responsible for maintaining employment of Central Office, including hiring and firing.

The Chairman is the “guiding light” of Pinellas County Intergroup and is responsible for maintaining the stability and professionalism of the Intergroup body as a whole. It is

important that the Chairman stays in control of all Steering Committee meetings and Intergroup meetings, thus providing a welcoming environment to new members. In order to accomplish this, the Chairman must be well-versed on the AA Service Manual, with special attention on how minority opinion works during the voting process.

During controversial issues, it is vital that the Chairman stays neutral and works as a mediator to resolve the issue to everyone's satisfaction. Because of this, the Chairman should have a level head and be able to stay calm and keep control under pressure. Always remember that everyone is looking to the Chairman for guidance in uncertain situations.