



PINELLAS COUNTY INTERGROUP, INC.

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NEW COMMITTEE CHAIR ORIENTATION

- I. Welcome!
- II. What is the Steering Committee?
 - A. Explain structure
 1. A group of 13 members - 12 voting and 1 non-voting
 - a) 4 Officers – This is also the Executive Committee
 - (1) Chair
 - (2) Vice Chair
 - (3) Treasurer
 - (4) Secretary
 - b) Standing Committee Chairs
 - (1) Unity Meeting
 - (2) Plain and Straight
 - (3) Where and When
 - (4) Helpline
 - (5) Web Site
 - c) Event Committee Chairs
 - (1) Anniversary Dinner
 - (2) Gratitude Dinner
 - (3) Picnic
 - d) One non-voting member
 - (1) Central Office Manager
 - B. Introduce current members
 - C. Describe Steering Committee's responsibilities
 1. Research issues and present their findings to the Intergroup body.
 2. Make financial decisions for purchases under \$600
 3. Work as a team with all Committee Chairs, approving decisions and helping wherever needed
 - III. What is Intergroup?
 - A. A corporation formed to run Central Office, sell literature, answer phones, distribute information, and be available to the groups as necessary.
 - B. A body comprised of all the groups and meetings in Pinellas County.
 - C. Each group or meeting can have one Representative, who has one vote at the monthly Intergroup meeting.
 - D. Not part of AA.

IV. Your Responsibilities

- A. Attend monthly Steering Committee and Intergroup meetings.
- B. Most Steering Committee communication is by email, so check yours often!
- C. Prepare a report to present at the Steering Committee meeting.
 - 1. **NEVER USE LAST NAMES IN YOUR REPORT!** It will be published to the web site as part of the Intergroup Minutes and would break that person's anonymity.
 - 2. Email your report to the Secretary and Central Office by the Friday before the Steering Committee meeting.
 - 3. Present your draft report at the Steering Committee meeting.
 - 4. Make any revisions recommended by the Steering Committee.
 - 5. Email your revised, final report to the Secretary and Central Office by the Thursday before the Intergroup meeting.
 - a) Secretary's email address: secretary@aapinellas.org
 - b) Central Office's email address: centraloffice@aapinellas.org
- D. Select your Committee members.
 - 1. Alternate Chairperson
 - 2. Additional Committee members
- E. Oversee Finances
 - 1. Ultimately, finances are the Committee Chair's responsibility.
 - 2. Prepare a budget and have it approved by Steering Committee.
 - 3. Request "seed" money per the approved budget.
 - 4. You must get approval from Central Office or Steering Committee prior to spending any money that was not in the approved budget.
- F. Attend a de-briefing session
 - 1. Held after the event has finished or when your term expires.
 - 2. Steering Committee will be present.
 - 3. Review Policies and Procedures and update them as necessary.
 - 4. Review budget and update it as necessary.

V. Policies and Procedures

- A. Review the Policies and Procedures manual from the previous year.
- B. For Event Committee Chairs, review the budget from the previous year.
- C. Explain system of updating it for next year's Chair.

VI. Contact Information

- A. Current email address
- B. Current phone number(s)
- C. Most communication is done by email, so check yours often!