



Pinellas County Intergroup Secretary Policies & Procedures Form SPP v2.0

Requirements:

- 5 years sobriety
- 1 year Intergroup experience
- A working knowledge of computers including Windows and word processing programs

Duties:

- Accurately record minutes from Intergroup and Steering Committee Meetings
- Create Agendas for Intergroup and Steering Committee Meetings
- Compile all reports from all Steering Committee positions
- Update the Book of Motions with all new motions
- Update the Steering Committee Policies and Procedures book with any new or changed items
- Inform Steering Committee of any items that need discussion or action
- Must be a signer on the bank accounts
- Sign checks for Central Office Manager as needed
- Maintain communication, both by computer and phone, between all Steering Committee members

Schedule of Sending Reports to Central Office and Secretary

Steering Committee Meeting is the first Tuesday of every month.

- Send out a reminder to all Steering Committee Members at least a **week** before the scheduled SC meeting the date of the next SC Meeting and the deadline to get their reports to the Secretary (the **Thursday** before the SC Meeting).
- Insert the reports from each committee into the SC Meeting template and email it to Central Office no later than the **Monday** morning before the SC Meeting.
- Create the SC Agenda and email it to Central Office no later than the **Monday** morning before the SC Meeting.

Intergroup Meeting is the 3rd Monday of every month.

- Send minutes from the Intergroup meeting to Central Office by the **Monday** before the next Steering Committee meeting.
- Create the Intergroup Agenda and email it to Central Office no later than the **Thursday** before the Intergroup meeting.

Prior to Steering Committee Meeting

1. Send out a reminder to all Steering Committee members to send their reports to the Secretary by the Thursday prior to the Steering Committee meeting.
2. Create Steering Committee meeting agenda for the upcoming meeting from old business; new business and other topics discussed at last month's Steering Committee and Intergroup meeting. Use the Steering Committee Master Agenda template.
3. Email the Agenda to Central Office by the Monday before the Steering Committee meeting.

Steering Committee Meeting

1. Take minutes at monthly Steering Committee meeting and type them up using the SC Minutes template.
2. If corrected/revised reports come in from Steering Committee members after the SC meeting, attach them to the current month's Steering Committee Minutes.
3. Once all reports have been received and included in the minutes, email Steering Committee Minutes to all Steering Committee members for review (give a few days to review prior to sending final copy to Central Office).
4. Make corrections to Minutes, if necessary, and once all corrections have been made, email the SC Minutes with attached reports and the Intergroup Meeting Agenda to Central Office by the Thursday before the Intergroup meeting.
5. Create Intergroup meeting agenda from any old and/or new business from the previous Intergroup and Steering Committee meetings using the Intergroup Master Agenda template.
6. Create list of "to dos" for Committee members, as necessary.
7. Update the Steering Committee Policies and Procedures book with any new or changed items. Also let Steering Committee know if there are any items that need discussion or action.
8. Update the Book of Motions with all new motions.

Intergroup Meeting

1. Take minutes at monthly Intergroup meeting and type them up using the IG Minutes template.
2. Email Minutes to all Steering Committee members for review.
3. Make corrections to Minutes, if necessary, and once all corrections have been made, email the Minutes and the Steering Committee Meeting Agenda for next month's meeting to Central Office. These should be sent by the Monday before the next Steering Committee meeting.
4. Create list of "to dos" for Committee members, as necessary.