

North Solano Intergroup Job Descriptions

Revised 2026

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Chairperson Job Description

Purpose

The Chairperson shall have general supervision for conducting the business of the Corporation, subject to control by the majority of the Directors. The Chairperson shall preside at meetings of the Board of Directors and the membership.

The Chairperson coordinates with other trusted servants responsible for the Office Manager, Literature, Website, Happenings, Marathon Meetings, Schedules, Events, and other vital Intergroup services. The more informed the Chairperson is about Alcoholics Anonymous as a whole, the more effective they can be in serving the Fellowship. By keeping the Twelve Traditions in mind and encouraging members to become familiar with A.A. principles, the Chairperson helps support a healthy and effective Intergroup.

Service Requirements

Service Appointment: Elected by the North Solano Intergroup Delegates

Service Term: In accordance with the North Solano Intergroup Bylaws

Qualifications

1. Minimum two (2) years continuous sobriety.
2. Suggested active membership in a home group within North Solano District.
3. Suggested previous experience as a Board Member or Committee Chair within North Solano Intergroup.

Responsibilities

1. Preside over all Intergroup meetings.
2. Prepare business agendas for the monthly Intergroup Delegates Meeting and quarterly Board meetings.
3. Serve as one of three authorized check signers, together with the Treasurer and Secretary.
4. Call special meetings when necessary.
5. Report all actions of the Board to the Fellowship.
6. Execute contracts with the Vacaville Community Center, Fairfield Community Center, and other venues with the assistance of the Event Coordinator.
7. Work closely with the Treasurer and Secretary to ensure the timely filing of taxes and maintenance of required business licenses.
8. Maintain positive working relationships with property owners and facility representatives utilized by North Solano Intergroup.
9. Submit a Chairperson's report for publication in the Happenings each month.
10. Preside over the Holiday Party meeting and Board ceremony or designate the Alternate Chairperson to do so.

11. Maintain a working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Alternate Chairperson Job Description

Purpose

The Alternate Chairperson serves as a member of the North Solano Intergroup Board and provides continuity of leadership by supporting the Chairperson and assuming the Chairperson's duties when necessary. The Alternate Chairperson assists in the planning and execution of Intergroup activities and helps ensure the successful operation of Board-sponsored events.

Service Requirements

Service Appointment: Elected by the North Solano Intergroup Delegates

Service Term: In accordance with the North Solano Intergroup Bylaws

Qualifications

1. Minimum two (2) years continuous sobriety.
2. Suggested active membership in a home group within North Solano District.
3. Demonstrated willingness to serve and support the mission of North Solano Intergroup.
4. Ability to work cooperatively with Board Members, Committee Chairs, and volunteers.

Responsibilities

1. Perform the duties of the Chairperson when the Chairperson is absent, unavailable, or otherwise unable to fulfill their responsibilities.
2. Attend all monthly Intergroup Delegates Meetings.
3. Attend all quarterly Board Meetings and any special meetings of the Board when requested.
4. Assist the Chairperson in carrying out the business of North Solano Intergroup.
5. Assist in the planning, preparation, coordination, and execution of Board-sponsored events, including but not limited to:
 - o Summer Picnic
 - o Christmas Party
 - o Workshops
 - o Special events and performances
6. Provide support to Committee Chairs and Board Members as requested.
7. Assist in maintaining effective communication between the Board, Committees, and Fellowship.
8. Help ensure continuity of operations during leadership transitions.
9. Perform other duties as assigned by the Chairperson or authorized by the Board.
10. Maintain a working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Treasurer Job Description

Purpose

The Treasurer is responsible for the financial stewardship of North Solano Intergroup and serves as custodian of all funds received and disbursed on behalf of the Fellowship. The Treasurer maintains accurate financial records, ensures compliance with applicable reporting requirements, and provides regular financial reporting to the Board and Delegates.

Service Requirements

Service Appointment: Elected by the North Solano Intergroup Delegates

Service Term: In accordance with the North Solano Intergroup Bylaws

Qualifications

1. Minimum two (2) years continuous sobriety.
2. Suggested active membership in a home group within North Solano District.
3. Basic accounting, bookkeeping, or financial management experience preferred.
4. Ability to maintain accurate financial records and reports.
5. Ability to safeguard confidential financial information.
6. Familiarity with computer-based accounting systems preferred.

Responsibilities

General Financial Responsibilities

1. Maintain accurate records of all funds received and disbursed by North Solano Intergroup.
2. Ensure all authorized expenses are paid in a timely manner.
3. Maintain all financial records and supporting documentation.
4. Present monthly financial reports to the Intergroup Delegates and Board.
5. Serve as one of the authorized check signers for North Solano Intergroup.
6. Reconcile bank accounts and verify financial records on a regular basis.
7. Maintain custody and oversight of Intergroup financial assets.
8. Work closely with the Chairperson and Secretary to ensure all required filings and records remain current.

Banking and Financial Administration

9. Complete all required banking activities, including updates to authorized signers when Board officers change.
10. Maintain relationships with financial institutions and ensure account information remains current.

11. Ensure all deposits are made accurately and in a timely manner.
12. Review and reconcile financial statements each month.
13. Maintain adequate financial controls and documentation procedures.

Tax, Licensing, and Regulatory Responsibilities

14. Coordinate preparation and filing of all required federal, state, and local tax documents.
15. Ensure all applicable corporate filings are completed and submitted on time.
16. Maintain current business license information and renewals as required.
17. Maintain records necessary for annual audits and financial reviews.
18. Serve as the designated contact for financial and regulatory matters when authorized by the Board.

Insurance Responsibilities

19. Maintain records of insurance policies and renewal dates.
20. Ensure required insurance coverage remains in effect.
21. Obtain certificates of insurance and hold harmless endorsements when required for Intergroup events and facility use.

Event Financial Responsibilities

22. Track income and expenses associated with Intergroup events, including but not limited to:
 - Holiday Party
 - Summer Picnic
 - Marathon Meetings
 - Workshops
 - Other Board-approved events
23. Prepare cash boxes and change funds as needed for events.
24. Account for event income and expenses and include them in financial reporting.
25. Provide financial summaries for major events when requested by the Board or Delegates.

Reimbursements and Payments

26. Reimburse approved expenses upon receipt of appropriate documentation.
27. Maintain records supporting all reimbursements and payments.
28. Ensure invoices submitted by Committee Chairs, Office Manager, and other authorized servants are processed in a timely manner.

Inventory and Sales Reporting

29. Coordinate with the Chip and Literature Chair regarding inventory valuation and reporting requirements.

30. Maintain financial records necessary for inventory-related reporting and tax compliance.

Transition Responsibilities

31. Assist with annual audits, financial reviews, and officer transitions.
32. Ensure all records, passwords, banking information, and financial documents are transferred to the incoming Treasurer.
33. Provide reasonable training and support during Treasurer transitions.

General Requirements

34. Attend all monthly Intergroup Delegates Meetings.
35. Attend all Board Meetings and special meetings when requested.
36. Maintain confidentiality regarding financial information entrusted to the position.
37. Maintain a working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Secretary Job Description

Purpose

The Secretary serves as the official recorder of North Solano Intergroup business and is responsible for maintaining accurate records of all Intergroup and Board proceedings. The Secretary ensures that meeting minutes, official documents, and organizational records are properly maintained and preserved for future reference.

Service Requirements

Service Appointment: Elected by the North Solano Intergroup Delegates

Service Term: In accordance with the North Solano Intergroup Bylaws

Qualifications

1. Minimum two (2) years continuous sobriety.
2. Suggested active membership in a home group within North Solano District.
3. Ability to attend monthly Delegate Meetings and Board Meetings.
4. Basic computer skills, including word processing, email, and electronic file management.
5. Ability to maintain accurate records and preserve confidential information.
6. Access to a computer and email is required. The NSIG laptop may be utilized through arrangement if available.

Responsibilities

Organizational Records

1. Maintain accurate records of all North Solano Intergroup Delegate Meetings and Board Meetings.
2. Maintain official copies of approved meeting minutes and organizational records.
3. Maintain Delegate and Alternate Delegate registration records.
4. Maintain Board Member records and contact information as necessary.
5. Maintain historical records and documents of North Solano Intergroup.

Meeting Responsibilities

6. Work with the Chairperson to prepare agendas for Delegate Meetings, Board Meetings, and special meetings.
7. Prepare and distribute meeting agendas prior to meetings.
8. Attend all Delegate Meetings and Board Meetings.
9. Record accurate minutes of all Delegate Meetings and Board Meetings.
10. Present minutes for approval in accordance with established procedures.

11. Maintain attendance records and sign-in sheets for Delegate Meetings and Board Meetings.

Administrative Responsibilities

12. Maintain updated Board Member listings for posting at the Intergroup Office.
13. Maintain holiday schedules and organizational calendars as directed by the Board.
14. Serve as one of the authorized check signers for North Solano Intergroup.
15. Assist with banking documentation and officer transition paperwork when required.
16. Maintain copies of official organizational documents, including bylaws and corporate records.

Record Retention and File Management

17. Maintain both electronic and hard-copy records of approved meeting minutes.
18. Provide approved meeting minutes and historical records to Archives as requested.
19. Organize and maintain electronic files in a manner that supports continuity and future access.
20. Maintain backups of electronic records when appropriate.
21. Provide the Office Manager with the NSIG laptop annually for backup purposes when required.

Transition Responsibilities

22. At the completion of the term, transfer all records, files, passwords, and materials pertaining to the position to the incoming Secretary.
23. Transfer all electronic files maintained on personal devices, cloud storage, email accounts, flash drives, and the NSIG office computer to the incoming Secretary or designated Board representative.
24. Ensure all official North Solano Intergroup records are preserved and accessible following transition.
25. Provide reasonable training and support to the incoming Secretary.

General Responsibilities

26. Assist the Chairperson and Treasurer with administrative matters as requested.
27. Support the effective operation of North Solano Intergroup through accurate record keeping and communication.
28. Perform other duties assigned by the Board that are consistent with the responsibilities of the office.
29. Maintain a working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Office Manager Job Description

Purpose

The Office Manager is responsible for the day-to-day operation of the North Solano Intergroup Office and serves as the primary coordinator for office volunteers, office procedures, office communications, and facility operations. The Office Manager helps ensure the Intergroup Office remains a welcoming and effective resource for members of Alcoholics Anonymous and the

Service Requirements

Service Appointment: Appointed by the North Solano Intergroup Board

Service Term: In accordance with applicable North Solano Intergroup Bylaws and Board policies.

Qualifications

1. Minimum two (2) years continuous sobriety.
2. Suggested active membership in a home group within North Solano District.
3. Demonstrated reliability, organization, and communication skills.
4. Ability to work independently and coordinate multiple responsibilities.
5. Basic computer proficiency, including email, word processing, spreadsheets, and file management.
6. Ability to work effectively with volunteers, Board Members, Committee Chairs, and members of the public.
7. Working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Recommended Qualifications

1. Previous service experience within Alcoholics Anonymous.
2. Previous office administration, customer service, volunteer coordination, or management experience.
3. Familiarity with North Solano Intergroup operations and services.
4. Experience using Microsoft Office or similar software applications.

Hiring and Selection Process

1. Interested candidates should submit a Letter of Interest to the North Solano Intergroup Board.
2. Candidates should provide a brief service history within Alcoholics Anonymous.
3. Candidates should provide three references familiar with their service experience and qualifications.

4. Final selection shall be made by the North Solano Intergroup Board in accordance with applicable policies and bylaws.

Responsibilities

Office Operations

1. Ensure both office desk positions are adequately staffed during operating hours.
2. Coordinate scheduling of office volunteers and maintain office coverage.
3. Maintain and update office procedures and operational guidelines.
4. Ensure the office remains organized, functional, and welcoming.
5. Purchase office supplies as necessary and within approved budget guidelines.
6. Maintain adequate inventories of office supplies and materials.
7. Maintain copies of current forms, invoices, logs, and office documents.
8. Manage the North Solano Intergroup office email account and ensure timely responses to correspondence.

Volunteer Management and Training

9. Recruit, orient, and train new office volunteers.
10. Communicate policy, procedure, and operational changes to office volunteers.
11. Provide ongoing guidance and support to office volunteers.
12. Maintain training materials and update them as necessary.

Key Control and Security

13. Assign office keys to authorized individuals as approved.
14. Maintain an office key log documenting issuance and return of all keys.
15. Ensure individuals sign and date the key log when receiving a key.
16. Retrieve keys when individuals leave their position or no longer require access.
17. Ensure key transfers are properly documented and recorded.
18. Maintain security of office facilities, records, and equipment.

Office Records and Documentation

19. Maintain current office schedules and post them as appropriate.
20. Maintain office operational forms and logs.
21. Ensure current versions of forms and documents are available for use.
22. Maintain electronic office files and records in an organized manner.
23. Coordinate periodic backups of office computer systems and files.

Facility Maintenance

24. Ensure the office and restroom areas are maintained in a clean and orderly condition.
25. Coordinate volunteers or service workers to assist with office maintenance as needed.

26. Arrange for annual inspection and servicing of fire extinguishers and other required safety equipment.
27. Report facility maintenance concerns to the Board.

Meetings and Communication

28. Attend all monthly Delegate Meetings.
29. Attend Board Meetings when requested or required.
30. Provide reports regarding office operations and activities.
31. Communicate office needs, concerns, and recommendations to the Board.

Transition Responsibilities

32. Maintain records, procedures, passwords, and operational information necessary for continuity.
33. Transfer all office-related materials, records, keys, passwords, and equipment to the incoming Office Manager or designated Board representative.
34. Provide reasonable training and support during the transition period.

Member at Large Job Description

Purpose

The Member at Large serves as a voting member of the North Solano Intergroup Board and provides support, input, and feedback regarding matters affecting the Fellowship and the operation of North Solano Intergroup. Members at Large help ensure the Board remains connected to the needs of the Fellowship and assist with Intergroup activities and events.

Service Requirements

Service Appointment: Elected by the North Solano Intergroup Delegates

Service Term: In accordance with applicable North Solano Intergroup Bylaws

Qualifications

1. Minimum one (1) year continuous sobriety.
2. Suggested active membership in a home group within North Solano District.
3. Demonstrated willingness to serve North Solano Intergroup and the Fellowship.
4. Ability to work cooperatively with Board Members, Committee Chairs, volunteers, and Delegates.
5. Working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Responsibilities

1. Attend all monthly Intergroup Delegate Meetings.
2. Attend all Board Meetings and special meetings when requested.
3. Serve as a voting member of the North Solano Intergroup Board.
4. Provide input, feedback, recommendations, and perspective regarding issues brought before the Board.
5. Assist the Board in evaluating opportunities, challenges, and proposals affecting North Solano Intergroup.
6. Support the Chairperson, Board Members, and Committee Chairs as requested.
7. Assist in the planning, preparation, coordination, and execution of Board-sponsored activities and events.
8. Assist with Intergroup functions including, but not limited to:
 - o Summer Picnic
 - o Christmas Party
 - o Halloween Party
 - o Workshops
 - o Performances
 - o Special Fellowship events
9. Assist with event setup, operation, and cleanup as needed.

10. Promote participation in Intergroup service opportunities when appropriate.
11. Serve as a resource and support to the Fellowship and Board while maintaining the principles and traditions of Alcoholics Anonymous.
12. Perform other duties assigned by the Board consistent with the responsibilities of the position.

Meeting Schedules Chair Job Description

Purpose

The Meeting Schedules Committee Chair is responsible for maintaining the accuracy and availability of North Solano Intergroup meeting schedules in both printed and electronic formats. The position helps ensure that accurate meeting information is available to members of Alcoholics Anonymous, newcomers, treatment providers, and the public.

Service Requirements

Service Appointment: Appointed by the North Solano Intergroup Chairperson or Board

Service Term: One (1) year or as otherwise provided by North Solano Intergroup policies and bylaws

Qualifications

1. Minimum one (1) year continuous sobriety.
2. Suggested active membership in a home group within North Solano District.
3. Basic computer proficiency, including email, file management, and document editing.
4. Ability to maintain accurate records and communicate effectively with groups and trusted servants.
5. Working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Responsibilities

1. Maintain accurate records of all North Solano Intergroup meetings and meeting-related information.
2. Receive, review, and process meeting additions, changes, relocations, time changes, and meeting closures.
3. Maintain and update printed meeting schedules as needed.
4. Maintain and update electronic meeting schedules and files used by North Solano Intergroup.
5. Coordinate with the Website Chair to ensure meeting information published online remains current and accurate.
6. Verify meeting information prior to publication whenever possible.
7. Maintain current schedule templates, source files, and supporting records necessary for schedule production.
8. Coordinate printing and distribution of meeting schedules as needed to maintain adequate inventory.
9. Monitor inventory levels of printed schedules and arrange for reprinting when necessary.
10. Ensure obsolete schedules are removed from circulation when significant meeting changes occur.

11. Maintain electronic copies of all current schedule files and provide updated files to North Solano Intergroup as requested.
12. Attend monthly Intergroup Delegate Meetings and provide a report regarding schedule updates, additions, deletions, and other schedule-related matters.
13. Respond to schedule-related inquiries from groups, trusted servants, and the Fellowship.
14. Maintain records of meeting change requests and related correspondence.
15. Assist groups in understanding the meeting update process when requested.
16. Coordinate with other trusted servants to ensure schedule information remains consistent across Intergroup publications and communication platforms.
17. Transfer all schedule files, passwords, records, and related materials to the incoming Schedule Chair at the conclusion of the term.
18. Provide reasonable training and support to the incoming Schedule Chair during transition.
19. Perform other duties consistent with the responsibilities of the position as requested by the Board.
20. Maintain a working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Happenings Committee Chair Job Description

Purpose

The Happenings is a monthly publication containing information and events pertaining to North Solano Intergroup, local A.A. groups, committees, service opportunities, meeting information, announcements, and group anniversaries.

Sobriety Requirement: Minimum one (1) year of continuous sobriety.

Service Appointment: Appointed by the North Solano Intergroup Chairperson.

Service Term: One (1) calendar year beginning in January.

Equipment Required

Due to the nature of this position, access to a computer and email is required. The NSIG laptop may be utilized through arrangement when available.

Skills Required

- Knowledge and use of computer skills, including email proficiency.
- Typing and editing skills.
- Ability to prepare, edit, and distribute newsletters and related communications.
- Ability to meet deadlines and maintain organized records.
- A working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Happenings Guidelines and Responsibilities

1. Attend monthly North Solano Intergroup Delegate Meetings and announce submission deadlines as needed.
2. Maintain and monitor the NSIG Happenings email account and respond to correspondence related to newsletter business.
3. Collect and organize submissions for publication, including but not limited to:
 - Group anniversaries and birthdays
 - Event announcements
 - Chairperson reports
 - Treasurer reports
 - Committee updates
 - Service announcements
4. Establish and communicate monthly submission deadlines.
5. Prepare, edit, format, and publish each monthly edition of *The Happenings*.
6. Submit the completed newsletter to the NSIG Chairperson, or designated reviewer, for approval prior to publication.

7. Coordinate printing and distribution of printed copies as needed.
8. Distribute electronic copies of *The Happenings* to subscribers while protecting the anonymity and privacy of recipients through appropriate distribution methods.
9. Maintain the Happenings email distribution list and update subscriber information as requested.
10. Email addresses and subscriber information shall remain confidential and shall not be shared, distributed, or used for purposes unrelated to North Solano Intergroup business.
11. Newsletter content shall include information relevant to the Fellowship and North Solano Intergroup, including but not limited to:
 - Chairperson reports
 - Treasurer reports
 - Service meeting announcements
 - Group anniversaries and birthdays
 - Event information
 - Intergroup announcements
 - Committee reports
12. Newsletter content shall not include:
 - Non-A.A. advertisements
 - Employment advertisements
 - Sales promotions
 - Commercial advertising
 - Other material inconsistent with the principles and traditions of Alcoholics Anonymous
13. Exercise caution when quoting or reproducing copyrighted materials and ensure appropriate permissions and acknowledgments are included when required.
14. Maintain an electronic copy of the Happenings Chair Job Description. Proposed changes shall be reviewed and approved by North Solano Intergroup prior to implementation.
15. Maintain electronic copies of current and past editions of *The Happenings* and provide them to North Solano Intergroup when requested.
16. At the completion of the term, transfer all records, files, templates, subscriber lists, passwords, and materials pertaining to the position to the incoming Happenings Chair.
17. Assist in training and supporting the incoming Happenings Chair and assist with publication of the first issue when needed.
18. Attend Board Meetings when requested and perform other duties consistent with the responsibilities of the position.

Website Chair

Purpose

The Website Chair is responsible for maintaining and overseeing the North Solano Intergroup website and ensuring that website content remains current, accurate, and consistent with the Twelve Traditions of Alcoholics Anonymous. The website serves as a resource for those seeking information about Alcoholics Anonymous and for members seeking meeting, event, and service information.

Sobriety Requirement: Minimum one (1) year of continuous sobriety.

Service Appointment: Appointed by the North Solano Intergroup Board.

Service Term: One (1) year.

Qualifications

1. Basic knowledge of website administration and maintenance.
2. Ability to maintain and update website content.
3. Ability to communicate effectively with trusted servants and website service providers.
4. A working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Duties and Responsibilities

1. Attend monthly Intergroup Delegate Meetings and serve a one-year term.
2. Provide ongoing website monitoring, maintenance, and oversight.
3. Ensure outdated information is removed and current information is published in a timely manner.
4. Serve as the primary contact for website-related issues and technical concerns.
5. Report website activities, updates, and concerns to North Solano Intergroup.
6. Coordinate with the Treasurer to ensure timely payment of website hosting and domain registration fees.
7. Maintain secure access credentials and administrative information related to the website.
8. Maintain backup copies of website files and records when available.
9. Coordinate with website hosting providers and outside technical assistance when necessary and authorized.
10. Work with the Meeting Schedules Chair, Happenings Chair, Event Coordinator, and other trusted servants to ensure website information remains accurate and current.
11. Ensure website content complies with the Twelve Traditions of Alcoholics Anonymous and North Solano Intergroup guidelines.
12. Maintain a working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Website Guidelines

Purpose

The purpose of the North Solano Intergroup website is to carry the message of Alcoholics Anonymous by providing information about A.A. and helping individuals locate A.A. meetings and services within North Solano County.

Content

1. The Website Chair shall maintain content published on the website.
2. No advertisements of any kind shall be approved.
3. The website may link only to official Alcoholics Anonymous service entities, Intergroups, Districts, Areas, General Service Office resources, A.A. World Services, A.A. Grapevine, and other approved A.A.-related resources.
4. North Solano Intergroup cooperates with, but does not affiliate with, outside organizations.

Anonymity

1. Anonymity is the spiritual foundation of all A.A. Traditions and shall be protected at all times.
2. The website is a public medium and shall observe the same anonymity protections practiced with press, radio, film, television, and public media.
3. No individual's last name shall be published without appropriate authorization and consideration of A.A. traditions.
4. Personal photographs and identifying information should be carefully reviewed to protect member anonymity.

Standing Website Content

The website may include:

1. Meeting schedules and meeting directories.
2. Intergroup contact information.
3. Committee and service information.
4. Event information and event flyers.
5. An anonymity-protected version of *The Happenings*.
6. Links to approved A.A. service resources.
7. Information for newcomers seeking help.

Prohibited Content

The website shall not include:

1. Chat rooms, forums, message boards, or other interactive communication platforms.

2. Non-A.A. advertisements.
3. Commercial links or commercial services.
4. Content inconsistent with the Twelve Traditions of Alcoholics Anonymous.
5. Material that compromises member anonymity.

Copyrights

The website shall comply with applicable A.A. World Services and A.A. Grapevine copyright requirements when publishing or reproducing copyrighted material.

Chip and Literature Chairperson

Purpose

The Chip and Literature Chairperson is responsible for maintaining adequate inventory levels of Alcoholics Anonymous literature, chips, medallions, and related merchandise; coordinating purchases and special orders; maintaining pricing information; and ensuring literature and chips remain available to the Fellowship.

Sobriety Requirement: Minimum one (1) year of continuous sobriety.

Service Appointment: Appointed by the North Solano Intergroup Chairperson on a yearly basis.

Preferred Experience

1. Knowledge of inventory control and inventory management.
2. Basic understanding of markups, multipliers, and pricing practices.
3. Basic math skills.
4. Knowledge of ordering and receiving procedures.
5. Experience handling cash and financial transactions.
6. Basic knowledge of Microsoft Excel or similar spreadsheet software.
7. Basic knowledge of Microsoft Word or similar document software.
8. Display and merchandising experience is helpful.
9. A working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Duties and Responsibilities

1. Order and receive all regularly stocked and special-order literature, chips, medallions, and merchandise.
2. Promptly submit invoices and supporting documentation to the Treasurer for payment.
3. Maintain appropriate inventory levels and adjust inventory as necessary to meet demand.
4. Keep shelves, displays, and storage areas stocked and organized.
5. Monitor pricing and evaluate pricing structures as needed to ensure consistency and sustainability.
6. Maintain vendor relationships, vendor contact information, and account records.
7. Coordinate special orders and ensure members are notified when special-order items arrive.
8. Prepare and conduct annual inventory counts and provide inventory information to the Treasurer for financial and tax reporting purposes.
9. Establish and update selling prices as approved by North Solano Intergroup.
10. Maintain current sales forms, price sheets, and ordering information used by office volunteers.
11. Work closely with the Office Manager, Treasurer, and Chairperson regarding inventory, ordering, and operational matters.

12. Attend monthly Delegate Meetings and provide reports regarding inventory, ordering activity, special orders, and literature availability.
13. Assist with literature and chip sales at Intergroup-sponsored events when requested.
14. Train office volunteers, as needed, on:
 - Special-order procedures
 - Literature and chip sales procedures
 - Inventory location and organization
 - Customer assistance procedures
15. Maintain and update the Special Order Binder and any related ordering records.
16. Maintain accurate inventory records and supporting documentation.
17. Transfer inventory records, vendor information, ordering procedures, and related materials to the incoming Chip and Literature Chairperson at the completion of the term.
18. Provide reasonable training and support to the incoming Chairperson during transition.

Marathon Meeting Coordinator

Purpose

Marathon Meetings are currently held four (4) times each year, including Memorial Day Weekend, Thanksgiving Weekend, Christmas, and New Year's. The Marathon Meeting Coordinator is responsible for planning, organizing, and overseeing Marathon Meetings to ensure they provide a safe, welcoming, and well-supported environment for members of Alcoholics Anonymous during holiday and special-event periods.

The Marathon Meeting Coordinator serves as an Intergroup office key holder for the duration of the commitment.

Sobriety Requirement: Minimum one (1) year of continuous sobriety.

Service Appointment: Appointed by the North Solano Intergroup Chairperson.

Service Term: One (1) year.

Qualifications

1. Minimum one (1) year of continuous sobriety.
2. Ability to organize volunteers and coordinate event logistics.
3. Ability to communicate effectively with volunteers, trusted servants, and Fellowship members.
4. Ability to be available during Marathon Meeting events.
5. A working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Duties and Responsibilities

1. Create and distribute a flyer for each Marathon Meeting event and submit event information to the Happenings Chair and Website Chair for publication.
2. Create and maintain sign-up sheets for each Marathon Meeting event.
3. Encourage participation and service involvement by announcing upcoming Marathon Meetings and volunteer opportunities.
4. Confirm volunteer sign-ups prior to each event.
5. Be available to host, support, or arrange coverage for vacant meeting slots during Marathon Meetings.
6. Remain reachable by phone throughout Marathon Meeting events.
7. Ensure all necessary event supplies are available prior to each Marathon Meeting, including but not limited to:
 - Coffee and supplies
 - Paper products
 - Table coverings

- Crayons and activity materials
 - Envelopes and labels for Seventh Tradition collections
 - Other necessary event supplies
- 8. Coordinate event setup, including tables, chairs, sign-up displays, literature, coffee service, and other necessary preparations.
- 9. At setup for Marathon Meetings, remove the back-office key from the front drawer for the duration of the event and return it upon completion of cleanup.
- 10. Periodically monitor Marathon Meetings and secure Seventh Tradition, coffee, and beverage collections as needed.
- 11. Ensure the Intergroup Office and event space are cleaned and restored following each Marathon Meeting event, including:
 - Tables and chairs returned to proper locations
 - Trash removal
 - Vacuuming when necessary
 - Restocking restroom supplies
 - General cleanup of event areas
- 12. Attend monthly Intergroup Delegate Meetings and provide reports regarding Marathon Meeting planning, volunteer participation, event needs, and completed events.
- 13. Maintain records, event materials, sign-up forms, and procedures necessary for future Marathon Meetings.
- 14. Transfer all Marathon Meeting records, supplies, keys, procedures, and materials to the incoming Marathon Meeting Coordinator at the completion of the term.
- 15. Provide reasonable training and support to the incoming Marathon Meeting Coordinator.
- 16. Perform other duties consistent with the responsibilities of the position as requested by the Board.

Event Coordinator

Purpose

The Event Coordinator is responsible for the planning, coordination, and execution of North Solano Intergroup events. The Event Coordinator works closely with the Intergroup Board, Team Captains, volunteers, and event venues to help ensure successful, organized, and financially responsible events that support the Fellowship and the primary purpose of Alcoholics Anonymous.

Sobriety Requirement: Minimum one (1) year of continuous sobriety.

Service Appointment: Appointed by the North Solano Intergroup Chairperson.

Service Term: One (1) year.

Qualifications

1. Minimum one (1) year of continuous sobriety.
2. Ability to organize and coordinate volunteers and event activities.
3. Ability to communicate effectively with Team Captains, trusted servants, vendors, and facility representatives.
4. Ability to manage multiple event responsibilities simultaneously.
5. Basic budgeting and record-keeping skills.
6. A working knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

Duties and Responsibilities

1. Select and coordinate Team Captains for North Solano Intergroup events.
2. Provide Team Captains with copies of their responsibilities and review expectations with them.
3. Serve as liaison between the Intergroup Board and Team Captains.
4. Provide event status updates at monthly Delegate Meetings and Board Meetings.
5. Obtain and review venue contracts to ensure required facilities, equipment, and amenities are available for each event, including but not limited to:
 - o Stage
 - o Piano
 - o Sound system
 - o Tables and chairs
 - o Kitchen facilities
 - o Other event requirements
6. Coordinate food planning and food service responsibilities for Intergroup events.
7. Facilitate planning meetings with Team Captains and volunteers as necessary.
8. Ensure events operate according to approved schedules, agendas, and plans.

9. Coordinate with the Board regarding donation or disposition of unused food and supplies following events.
10. Work with the Intergroup Chairperson regarding reservation, contracting, and payment arrangements for event facilities.
11. Create or coordinate creation of event flyers and promotional materials.
12. Maintain event planning records and documentation.
13. Maintain event binders and update them as necessary to ensure future event continuity.
14. Track and monitor event-related purchases and expenditures.
15. Recommend an assigned purchaser for each event when appropriate to improve accountability and purchasing consistency.
16. Ensure all receipts and supporting documentation are submitted by the close of each event.
17. Work with the Treasurer to provide event-related financial information and supporting documentation.
18. Coordinate setup and cleanup activities with Team Captains and volunteers.
19. Maintain inventories of event-related supplies and equipment.
20. Perform a closing inventory following each event and document inventory shortages, losses, and replenishment needs.
21. Coordinate the restocking of event supplies following each event.
22. Ensure event supplies are properly stored at the North Solano Intergroup Office or designated storage location.
23. Maintain records of event procedures, vendor information, facility information, and event planning materials.
24. Transfer event binders, records, inventories, vendor information, and event materials to the incoming Event Coordinator at the completion of the term.
25. Provide reasonable training and support to the incoming Event Coordinator.
26. Perform other duties consistent with the responsibilities of the position as requested by the Board.

Committees Commonly Needed for Events

- Set-Up / Transport
- Decorations
- Raffles
- Soda / Water
- Kitchen (Christmas Party)
- Servers (Christmas Party)
- Cook (Picnic)
- Parking Coordinator (Picnic)
- Game Coordinator (Picnic)
- Sound System (Picnic)
- Clean-Up
- Recycling