

## **INTERGROUP REPRESENTATIVE INFO AND INSTRUCTIONS**

### **INFO FROM THE BYLAWS:**

#### ARTICLE V - INTERGROUP REPRESENTATIVES (IRS)

- A. Each group is entitled to elect one IR for each ten (10) members of that group. Each group may designate an alternate representative as the need arises. Elections will occur at the discretion of each group.
- B. IRs or their alternates shall also be voting members of the CNMI. Terms of office, abstinence requirements, and election procedures for IRs shall be determined by each group individually, according to group conscience. Each IR is always subject to recall by their group.
- C. The primary responsibility of the IR is to represent his/her group at all meetings of the CNMI, to act as a liaison between the CNMI and their groups and to see that all communications pertaining to the CNMI are made available to their group. The IR will vote on matters at the CNMI meetings and report on the CNMI matters to their respective groups. The IRs shall keep their groups informed of the date, time, and location of each CNMI meeting.
- D. An IR will be selected by the group conscience of the group they represent.
- E. The group is responsible to replace the Intergroup Representative for failure to carry out his/her responsibilities.
- F. The Intergroup Representative will not serve in another Intergroup voting position.

### **GENERAL GUIDELINES AND INSTRUCTIONS:**

An intergroup rep:

- is expected to attend every intergroup meeting or send an alternate if he/she is unable to attend
- will take notes at the intergroup meeting and prepare a report to present to the meeting they represent
- will deliver all fliers, brochures, and announcements handed out at intergroup meetings
- will call a group conscience at the first opportunity after the intergroup meeting
- may conduct the group conscience or just 'report' if the group secretary is presiding
- will be the person who keeps track of group conscience decisions made if there is no group secretary
- will bring any concerns or questions from the group to the intergroup meeting
- will make a brief report at intergroup meetings concerning the welfare of the group

Intergroup rep is an important position. It is she/he who keeps their group connected to the other levels of OA as a whole. A careful but not too detailed report will keep the members of their meeting informed and interested. It is suggested that each meeting set aside the last 10 to 15 minutes of the first meeting after intergroup to hear the report and discuss any necessary business. This would be a good time to bring up other issues related to the group. By conducting regular group conscience meetings small issues will not become big ones. Ordinarily the group secretary will conduct the group conscience and call upon the intergroup rep for his/her report. But in the case where a group does not have a secretary, the intergroup rep can help fill in the gap by addressing other business beside intergroup business at the regular group conscience. It is important to keep a record of decisions made at group conscience meetings for future reference. Again, ordinarily that would be done by the group secretary, but an intergroup rep may record other business decided at the meeting as well as those items concerning intergroup that have been decided. It is appropriate for the intergroup rep to encourage members to voice concerns, issues, and suggestions that individual members might have for the intergroup as a whole and take them to the next intergroup meeting.