



Central New Mexico Intergroup

Job Title:	IG Rep. Support Comm. Chair	Job Category:	Committee chair*
Requirements:	3 months current abstinence		
Term of Office:	2 years		

Prepared by: Pat O. originally

Updated: July 2018

Job Description

ROLE AND RESPONSIBILITIES

The chair of the Intergroup Rep Support Committee should be a mentor and a cheerleader for the reps. When a new rep comes on board, they should find a mentor who can show the new IR the ropes, let them know what is expected of them, and have someone to come to with issues and problems. As a cheerleader, the chair needs to encourage full group participation – a rep for every group – and help keep interest up and communications flowing.

This committee is an important link in the chain of communication between individual OA members and their intergroup, region, and the World Service Office.

General Responsibilities:

- Attend all intergroup meetings or send a substitute when attendance isn't possible
- Share information with new IRs – ideally, meeting face to face with them before or just after their first CNMI meeting to give them a packet of information and welcome them to CNMI
- Ensure that intergroup information is received by each group not represented by an IR – ideally, giving material to others who attend a non-represented meeting. It would be appropriate, too, to send a condensed report of the meeting and the list of announcements/events by email to any missing IR
- Help develop a group of alternates who can substitute for IRs when necessary or encourage the IRs to have such a list
- Maintain and distribute a roster of all current IRs with contact information – so that IRs can communicate with each other and other CNMI members know who they are. Also, be sure to send current list to the CNMI email account so that the electronic contact list can be updated
- Meet regularly with IRs to exchange ideas and resolve issues – this can be in person or by email, individually or as a group
- Produce and update packets for all IRs - containing instructions, reference material, helpful forms, etc.
- Do PR to encourage every meeting to have an IR – can visit meetings or call meeting contacts to talk about getting an IR for their group
- Gather and share information from WSO and Region 3, as appropriate
- Prepare and submit a budget request when prompted by the CNMI Treasurer

PREFERRED SKILLS

Dependable, personable

ADDITIONAL NOTES

IT IS SUGGESTED THAT THIS POSITION BE HELD BY A PERSON WHO HAS ATTENDED INTERGROUP MEETINGS FOR AT LEAST 6 MONTHS AND HAS HELD AN INTERGROUP POSITION FOR AT LEAST 6 MONTHS (NOT NECESSARILY AT CNMI)

*See CNMI bylaws, Article VII for more information about Committees and CNMI Policy Manual, Article ___ for Committee chair qualifications and duties