



Central New Mexico Intergroup

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| Job Title: | Intergroup Representative (IR) | Job Category: | Intergroup voting member* |
| Abstinance requirement: | Individual group decides | | |
| Term of Office: | Individual group decides | | |
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Prepared by: Pat O

Updated: July 2018

Job Description

ROLE AND RESPONSIBILITIES

General guidelines:

An intergroup rep:

- Is expected to attend every intergroup meeting or send an alternate if they are unable to attend
- Takes notes at the intergroup meeting and prepares an oral or written report to present to the meeting they represent
- Delivers all flyers, brochures, and announcements handed out at intergroup meetings
- May call a group conscience if a discussion or decision by the group is required
- May conduct the group conscience or will 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
- Brings any concerns or questions from the group to the intergroup meeting
- Makes a brief report at intergroup meetings concerning the welfare of the group

'Intergroup rep' is an important position. It is they who keep 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 their 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.

PREFERRED SKILLS:

Being dependable and careful with details

ADDITIONAL NOTES:

*See CNMI bylaws, Article V for more information regarding intergroup reps