

Looking for a service opportunity? We need you!

If you have two or more years of sobriety, please consider taking one of these roles. Your contributions as an Intergroup Board member will help alcoholics across Fairfield County. Come to the IAFC Board meeting on **Wednesday, June 5th** at 8:15pm to stand for one of these positions.

In addition to the responsibilities listed below, Board trustees are required to attend the IAFC Board meetings held the first Wednesday of the month at 8:15 p.m. at the STAR Center, 182 Wolfpit Avenue in Norwalk, and the Rep meetings on a quarterly basis held at 7:30 p.m. prior to the Board meeting.

Business Manager

Enlist new member groups and attend District 5 & 6 meetings (Easton and Greenwich) on a monthly basis, and inform everyone there what Intergroup is, and how we help the sick and suffering alcoholic. Take notes and bring back pertinent information to the Board. May create an ad-hoc committee of 1 - 2 people to attend the district meetings who report back to the business manager.

Recording Secretary

Takes minutes of the Board meetings to be distributed to Board members via email after the meeting and updates the Board member list and Bylaws. Brings printed copies of minutes, Board member list, Bylaws and Agenda as needed. Chair the meeting when the chair is unable to attend. Participate in semi-annual financial audit.

Schedules Chairperson

Schedule telephone volunteers and distribute monthly schedules to group Reps at least 5 days prior to the beginning of each month and oversees fulfillment of time slots by the appointed groups by working with the group Reps.

Internal Publications

Publish a monthly newsletter and be in charge of all printed matter pertaining to IAFC, and attend IAFC Board meetings and take notes on any information that could be included in the newsletter (e.g., IAFC fellowship events, Legacy Breakfast, District positions, new group info, Speaker Exchanges, open service commitments, etc.). Send newsletter to Webmaster for posting.

Exchange Chairperson

Set up and execute a quarterly speaker exchange for the groups in the area on the first Wednesday of February, May, August and November.

Corrections and Treatment Chairperson

Maintain contact with the groups in correctional facilities and treatment centers, offering literature and to arrange for AA speakers and visitors for meetings in institutions.

Webmaster

Maintain IAFC website, submit bills for payment. Oversee content and security.

Group Liaison

Attend meetings in the Fairfield County area on behalf of IAFC. Make IAFC announcements for Representative meetings and upcoming events including Speaker Exchange meetings. Have literature about IAFC available. Schedule visits to groups' business meetings/group conscience meetings to talk about IAFC including representation, and taking advantage of IAFC services.