

## Steering Committee/Intergroup Policies & Procedures

*Approved by Intergroup – September 10, 2022*

### **Duties of Steering Committee Members:**

Steering Committee officers are responsible to Intergroup Representatives and Members at Large of the Steering Committee. Members at Large of the Steering Committee are responsible to their respective district.

### **Chairperson:**

1. Presides at all Steering Committee and Intergroup meetings.
2. Assists the Central Office Coordinator in making decisions concerning the operations of Central Office as directed by consensus of the Steering Committee.
3. Calls special meetings as required.
4. Appoints Service Committee Chairpersons, with Intergroup approval.
5. Writes column in *Western Slope Notes* highlighting Intergroup discussions and activities of general interest.
6. Provides Notice for all Steering Committee, Intergroup and Special Meetings that includes Agenda, Prior Meeting Minutes, Treasurer Report, Central Office Report and all other relevant reports.
7. The Chair and/or Vice Chair is responsible for reaching out to Steering Committee member or Intergroup Representative after second 2nd absence without providing a written report or prior excuse.

### **Vice Chairperson:**

1. Assumes duties of Chairperson in their absence.
2. Acts as liaison to facilitate a close working relationship through communication and cooperation with Western Colorado Districts.

3. Assists Service Committee Chairpersons in coordinating Central Office Events
4. Assumes duties of Treasurer during temporary vacancy.
5. Works with the Treasurer to review bank account reconciliation every 6 months.
6. The Chair and/or Vice Chair is responsible for reaching out to Steering Committee member or Intergroup Representative after second 2nd absence without providing a written report or prior excuse.

**Secretary:**

1. Takes and distributes minutes for all Steering Committee, Intergroup and Special Meetings.

**Treasurer:**

1. Acts as the principal financial officer of the corporation.
2. Prepares the Annual Budget with assistance from the Central Office Coordinator in November of each year to be presented to the Steering Committee in November of each year for approval to give to Intergroup Representatives during December's Intergroup Meeting to then review with their groups for approval by the Intergroup at January's Intergroup Meeting.
3. Monitors expenditures for programs in accordance with the budget.
4. Reconciles monthly bank statements.
5. Prepares and delivers a Treasurer Report at Intergroup and Steering Committee meetings. At a minimum, this report shall consist of a Profit and Loss report of most recent complete month.
6. Makes a written year-end summary which lists the assets and liabilities of the Central Office of Western Colorado.

**Members-At-Large Districts 1, 2, 5, 14, 17, 18, & 20:**

1. Interfaces as needed with groups which have no representation in Intergroup.
2. Identifies volunteers to chair special event service committees.

The Steering Committee shall meet quarterly to handle the administration of the Central Office and deal with general policy and plans for the Central Office.

The Intergroup which consists of Steering Committee Officers; Members at Large for Districts 1, 2, 5, 14, 17, 18, 20; Central Office Coordinator (not elected); Assistant Office Coordinator (not elected – may vote in the absence of the Central Office Coordinator); Intergroup Representatives from Districts 1, 2, 5, 14, 17, 18 and 20; and Service Committee Chairs shall meet monthly to afford sufficient opportunity to maintain effective control over Central Office operations and keep a two-way flow of information going between the Central Office and the groups.

If it becomes necessary for an elected officer to resign, a minimum notice of 30 days is requested to provide a smooth transition.

**Service Committees:**

Service Committee Chairpersons shall make a monthly report to the Intergroup as necessary.

The Service Committees are:

ColorDaze  
Alkathon  
Founders Day  
New Year's Eve Speaker and Dance  
Webchair  
Records Coordinator

**Web Chair/Committee Responsibilities:**

1. The Web Chair would be the keeper of the Traditions and Concepts as they apply to the Central Office Website.
2. The Steering Committee suggests that the Web Chair create a Web Committee. This committee would provide support, input, additional skills and a group conscience decision making process. It would be asked that the Central Office Coordinator, Assistant Coordinator and the Website Technical Advisor be invited to sit in at the Web Committee meetings. The Website Technical Advisor would be available to the Web Committee for advice but not a voting member of the committee. Members of the Web Committee and the Technical Advisor are not required to attend Intergroup/Steering Committee meetings.
3. The Web Chair/Web Committee is responsible for the content of this site but not the development and maintenance of the technical aspects of the site and would be required to obtain approval from the Steering Committee for proposed significant changes in content or design.
4. The Web Chair/Web Committee will make every effort to keep the site as technically simple as possible.

5. The Web Chair/Web Committee will upload the most current Newsletter, add flyer graphics to events page, upload flyer PDF files for AA related events per Central Office of Western Colorado website guidelines and coding of Newsletter within Constant Contact account.
6. The Web Chair/Web Committee will receive guidance regarding changes or additions to content from Central Office Coordinator via email. All files must be approved by Central Office Coordinator before being uploaded to website.
7. At the end of the Web Chair's 2 year rotation the Web chair would be required to responsibly pass the baton to the new Web Chair creating a unified transition.

### **Web Chair Qualifications:**

1. Two years of Sobriety is strongly recommended by Steering Committee.
2. The Web Chair would benefit from having a practical working knowledge of the 12 Traditions and the 12 Concepts of Alcoholics Anonymous.
3. The Web Chair would need to be available to serve for 2 years from their starting date as committee chair.
4. The Web Chair would need to be available to attend Central Office Steering Committee and Intergroup monthly meetings held the 2nd Saturday of the month and provide a monthly report. If unable to attend a monthly meeting a report must be submitted to the Steering Committee Chair via email or reported by a member of the Web Committee at the meeting.
5. The Web Chair would be required to have their own computer, have internet access via their computer and have an email account.
6. Beneficial skills would be familiarity/experience with Photoshop, resizing of images, html coding, uploading flyers plus copywriting. There will be training and guidance available thru the Intergroup Technical Advisor and Central Office Coordinator. Having these skills, or people with these skills on the Web Committee, would be a huge plus.

NOTE: The Central Office Coordinator will be solely and fully responsible for maintaining the website meeting list.

### **Records Coordinator Responsibilities:**

1. The Records Coordinator is responsible for obtaining, updating and maintaining contact information including full name, email address and phone number for Intergroup/Steering Committee Members, DCMs, GSRs, Group Contacts, Hotline Volunteers and Ad Hoc Committee Members in Western Colorado.

2. The Records Coordinator would be responsible for updating contact information in Central Office Google Sheets Contact Spreadsheet, Constant Contact and also Email Forwards for Email Server.

NOTE: The Central Office Coordinator will be solely and fully responsible for maintaining the website meeting list.

**Records Coordinator Qualifications:**

1. Two years of Sobriety is strongly recommended by Steering Committee.
2. The Records Coordinator would benefit from having a practical working knowledge of the 12 Traditions and the 12 Concepts of Alcoholics Anonymous.
3. The Records Coordinator would need to be available to serve for 2 years from their starting date as committee chair.
4. The Records Coordinator would need to be available to attend Central Office Steering Committee and Intergroup monthly meetings held the 2nd Saturday of the month and provide a monthly report. If unable to attend a monthly meeting a report must be submitted to the Chairperson.
5. The Records Coordinator would be required to have their own computer, have internet access via their computer and have an email account.
6. There will be training and guidance available thru the Intergroup Technical Advisor and Central Office Coordinator.

**Voting:**

For Steering Committee matters, each officer (Chair, Vice Chair, Treasurer and Secretary), Member-at-Large for Districts 1,2,5,14,17, 18 & 20 and Central Office Coordinator shall have one (1) vote. If not in attendance, an Alternate Member-at-Large or Assistant Central Office Coordinator may vote in their absence. No individual may cast more than one vote.

For Intergroup matters, each officer (Chair, Vice Chair, Treasurer and Secretary), Member-at-Large for Districts 1,2,5,14,17, 18 & 20, Intergroup Representatives, Central Office Coordinator and Service Committee Chairpersons shall have a voice and one vote when present. If not in attendance, an Alternate Member-at-Large, Alternate Intergroup Representative, Service Committee Co-Chair or Assistant Central Office Coordinator may vote in their absence. No individual may cast more than one vote.

The Chair shall have the latitude to determine whether a motion is administrative or substantive in nature during Steering Committee and Intergroup Meetings.

Voting on administrative motions during Steering Committee and Intergroup Meetings requires a simple majority. Voting on substantive motions during Steering Committee and Intergroup Meetings requires a two-thirds (2/3) vote for approval. Minority opinion shall be heard for both administrative and substantive motion votes.

Elections of Officers (Chair, Vice Chair, Secretary, and Treasurer) shall follow 3rd Legacy Procedure as outlined in the AA Service Manual. Voting is normally done by a show of hands, however, anyone eligible to vote has the right to request a vote by secret written ballot or if Intergroup does not desire to conduct an election by show of hands.

A recall vote shall be by secret written ballot and requires a two-thirds (2/3) vote for removal of a Steering Committee officer.

#### **Editorial Policy for Western Slope Notes:**

The "Western Slope Notes" is a bi-monthly newsletter by and for the fellowship of Alcoholics Anonymous (A.A.) and serves the Western Slope area. It is published by the Central Office of Western Colorado. The editorial policy shall be guided by the spirit of the Twelve Traditions of Alcohol Anonymous. Items submitted for publication may be edited for clarity and content. A.A. related items may be published as they relate to the fellowship as a whole and to the extent that they are consistent with our primary purpose. Publication of any article does not imply endorsement by the Central Office, Intergroup, or Alcoholics Anonymous as a whole. Announcements of general interest to the fellowship are provided solely as a service to the reader. Specific judgements concerning individual submissions are the responsibility of the Central Office Coordinator.

#### **Purchase and Sale of A.A. Literature:**

Conference approved literature, and a limited number of Hazelden books, will be available for sale at Central Office.

Medallions may be sold to individuals and groups.

Sales tax and shipping charges, when applicable, will be added to all sales.

Organizations with a Colorado Tax Exempt number will not be charged sales tax.

Purchase orders must cite the organization's Tax-Exempt number, or the number must be noted on the organization's check.

#### **Prudent Reserve:**

It is suggested that Central Office maintain a prudent reserve of to cover roughly 6 months operating expenses for Central Office based on the annual budget in case of financial crisis or hardship.

#### **Changes to Policies and Procedures:**

Changes to Steering Committee/Intergroup Policies & Procedures for the Central Office of Western Colorado shall be approved by the representatives of Intergroup, and Steering Committee. Any such change must be by an affirmative vote of two-thirds (2/3) of the Intergroup and Steering Committee members present.