

ROLES & RESPONSIBILITIES OF THE INTERGROUP BOARD OF DIRECTORS

- A. Oversee and support the effective and efficient running of Central Office on behalf of the Intergroup.
- B. Serve the needs of the Intergroup as described in the bylaws.

Responsibilities related to A above are:

1. Act as Central Office manager's boss (i.e. give input to the annual performance review; give input on issues identified by the Central Office manager at Board meetings).
2. Meet once a month, or more often if needed, to address issues relevant to running Central Office (i.e. how to manage expenses and increase revenue; which AA literature should be sold in the bookstore).
3. When needed, act to fill the jobs of Central Office manager and Special Workers (i.e. review and update the job description, post the job opening in The Point and in The Buzz, review submitted resumes, and in the case of the Central Office manager – interview potential candidates and make a recommendation to the Intergroup as to the best 3 - 5 candidates).
4. Solicit outside expertise to address issues on which there is no expertise among the Board (i.e. using a lawyer to review the bylaws to check for their conforming to California non-profit corporation laws).
5. Assure compliance with the laws that govern a California non-profit corporation.
6. Generate and oversee a budget in a fiscally responsible manner.

Responsibilities related to B above are:

1. Identify and bring issues to the Intergroup for their discussion and decision by following the bylaws and the operations manual as well as other decisions made by the Intergroup (i.e. recommending a change in the bylaws to allow fund-raising events).
2. Report Board activities at the monthly Intergroup meeting.