

1

2

NORTHERN DELAWARE  
INTERGROUP, INC.  
NOVEMBER 29, 2022

TABLE OF CONTENTS

1		
2	Name – Article I . . . . .	2
3	Purpose – Article II . . . . .	2
4	Membership – Article III . . . . .	2
5	Meetings – Article IV . . . . .	2
6	Quorum – Article V . . . . .	3
7	Registration of Representatives – Article VI . . . . .	3
8	Officers and Members at Large – Article VII . . . . .	3
9	Duties of Officers – Article VIII. . . . .	3-4
10	Section 1 – Chairperson . . . . .	
11	Section 2 – Vice-Chairperson . . . . .	
12	Section 3 – Secretary . . . . .	
13	Section 4 – Treasurer . . . . .	
14	Section 5 – Members at Large . . . . .	
15	Election of Officers – Article IX . . . . .	5
16	Section 1 – Election Process . . . . .	
17	Section 2 – Election Meeting . . . . .	
18	Section 3 – Officers of NDIAA to be Elected . . . . .	
19	Section 4 – Nomination Process . . . . .	
20	Section 5 – Recommendations for Consideration . . . . .	
21	Steering Committee – Article X . . . . .	6
22	Section 1 – Elected Officers . . . . .	
23	Section 2 – Voting . . . . .	
24	Section 3 – Recall for Absences . . . . .	
25	Section 4 – Meeting Schedule . . . . .	
26	Section 5 – Program Agenda . . . . .	
27	Section 6 – Checking Acct. Signers . . . . .	
28	Financial Management – Article XI . . . . .	6-7
29	Section 1 – Treasurer . . . . .	
30	Section 2 – Finance Committee . . . . .	
31	Section 3 – Internal Financial Review . . . . .	
32	Section 4 – External Financial Review . . . . .	
33	Section 5 – Steering Committee . . . . .	
34	Financing – Article XII . . . . .	7
35	Sobriety – Article XIII . . . . .	8
36	Amendment to By-Laws – Article XIV . . . . .	8
37	Traditions – Article XV . . . . .	8
38	Non-Profit – Article XVI . . . . .	8-9
39	Delaware Service Assembly Representation – Article XVII . . . . .	9
40	Removal of Officers – Article XVIII . . . . .	9
41	Resignations; Vacancies – Article XIX . . . . .	10
42	Appendix 1 – Duties and Qualifications of Officers . . . . .	
43	Chairperson . . . . .	
44	Vice-Chairperson . . . . .	
45	Secretary . . . . .	
46	Treasurer . . . . .	
47	Members at Large . . . . .	
48		

1 **Article I**  
2 **Name**

3  
4 The name of this incorporation shall be “Northern Delaware Intergroup” and shall be referred to  
5 hereinafter as Intergroup.  
6

7  
8 **Article II**  
9 **Purpose**

10  
11 The purpose of **Intergroup** is to function as a centralized resource for the AA community at large  
12 and to assist with the appropriate coordinating functions necessary for the effective  
13 implementation of the AA program in the area Intergroup serves, which is defined as New Castle  
14 County and surrounding areas. **This office exists** to aid all AA groups in their primary purpose to  
15 carry the AA message to the alcoholic who still suffers. Intergroup shall also assist in the  
16 administration and coordination of AA activities common to the various groups comprising its  
17 membership, including the maintenance of a **Central Office**.  
18

19  
20 **Article III**  
21 **Membership**

22  
23 The membership of Intergroup shall consist of **every** AA group or any future AA group in the  
24 area, as defined by Article II, **choosing** to participate in Intergroup. **Every** group shall elect a  
25 **Representative (IGR)** and an **Alternate Representative** (optional). **Every** participating group **is**  
26 entitled to one vote at regular or special meetings of Intergroup. **Every Representative** can  
27 represent only one group per meeting for voting purposes.  
28

29  
30 **Article IV**  
31 **Meetings**

32  
33 **Section 1.** Regular meetings of the representatives shall be held the first Wednesday of **every**  
34 month at such time and place as shall be designated by the Chairperson or the **Representatives**.  
35 Intergroup meetings are open to all AA members; however, only **Officers** as defined by Article  
36 VII and **Representatives** have a vote in the proceedings.  
37

38 **Section 2.** A Special Meeting may be called at any other time by the Chairperson or upon the  
39 request of a majority of the Steering Committee, hereafter defined, or on **oral** request of  
40 **Representatives** of at least a majority of the participating Member Groups present.  
41

42 **Section 3.** Notice of all **Special Meetings** shall be posted on the Intergroup web site for no less  
43 than one week prior to the meeting, along with a written summary of the issue. It is the  
44 responsibility of the Chairperson to write or appoint a representative to write this summary. The  
45 Secretary shall **notify** all **Representatives** and/or their **Alternates** at their last known email  
46 address or phone number at least one week prior to the designated date for **the Special Meeting**.  
47  
48

1 **Article V**  
2 **Quorum**

3  
4 **Section 1.** A quorum at all meetings shall consist of Member Representatives from at least one-  
5 fifth of the participating member groups. Should a quorum not be present at a duly constituted  
6 Meeting, a Special Meeting shall be called by written notice as provided in Article IV, where  
7 Meeting Representatives of the participating Member Groups that are in attendance shall  
8 constitute a quorum.

9  
10 **Section 2.** For the purpose of quorum determination, the most current census of registered  
11 Representatives shall be utilized in all instances. Immediately following the roll call at an  
12 Intergroup meeting, the Chairperson will announce if a quorum is present. In the event a quorum  
13 is not present, a written summary of any issue to be voted upon will accompany the Notice of the  
14 Special Meeting. It is the responsibility of the Chairperson to write or appoint a Representative to  
15 write this summary.

16  
17  
18 **Article VI**  
19 **Registration of Representatives**

20  
21 A new Group Representative shall register, at any time throughout the year at a duly constituted  
22 Intergroup meeting. It is recommended that every Group elect both a Representative and an  
23 Alternate.

24  
25  
26 **Article VII**  
27 **Officers and Members at Large**

28  
29 The elected Officers shall consist of a Chairperson, Vice-Chairperson, Treasurer, Secretary and  
30 three (3) Members at Large. Officers and Committee Chairpersons shall not be eligible to serve  
31 as or perform the duties of Representatives or Alternate Representatives of specific AA Groups  
32 while serving as an elected Officer.

33  
34  
35 **Article VIII**  
36 **Duties of Officers**

37  
38 **Section 1.** The Chairperson shall serve for a term of two years. The Chairperson shall preside at  
39 all Meetings of Intergroup; shall participate as an Ex-Officio Member of all Committees and has  
40 oversight responsibilities for all legal reporting requirements of the organization. The  
41 Chairperson shall appoint all Committees Chairpersons they deem necessary to the orderly  
42 administration of the affairs of Intergroup and has oversight responsibility to direct activities of  
43 service committees as necessary. The Chairperson shall appoint an Office Manager from existing  
44 elected Members of the Steering Committee. The Chairperson shall perform all duties as  
45 assigned to them by the Representatives of Intergroup. Position description and qualifications  
46 can be found on the Northern Delaware Intergroup website under Service and Election  
47 Processes.  
48

1 **Section 2.** The Vice-Chairperson shall serve for a term of two years. The Vice-Chairperson shall  
2 perform all the duties of the Chairperson when the Chairperson is absent and perform any such  
3 other duties as requested by the Chairperson. The Vice Chairperson also fulfills other assigned  
4 Committee duties as required by the Chairperson, the Steering Committee or the Representatives  
5 of Intergroup. Position description and qualifications can be found on the Northern Delaware  
6 Intergroup website under Service; Election Processes.

7  
8 **Section 3.** The Secretary shall serve for a term of two years. The Secretary is responsible for  
9 taking and maintaining correct minutes of all meetings involving the Steering Committee and  
10 Intergroup. The following Secretary duties may be delegated to the Office Coordinator(s). The  
11 Secretary is responsible for the publication and distribution of Steering Committee and  
12 Intergroup Meeting minutes. The Secretary shall issue notices for all Special Meetings and keeps  
13 a current record of the names, e-mail addresses, postal addresses and phone numbers of  
14 Intergroup Representatives and Alternate Representatives by Group. Position description and  
15 qualifications can be found on the Northern Delaware Intergroup website under Service; Election  
16 Processes.

17  
18 **Section 4.** The Treasurer shall serve for a term of two years. A financial review will be  
19 completed by the Finance Chairperson prior to a new Treasurer assuming office.

20  
21 The Treasurer will be responsible for:

- 22 A. All banking and bank relationship duties,
- 23 B. Records and deposits all funds received,
- 24 C. Prepares and records all payments for expenses ,
- 25 D. Prepares and submits all payroll tax deposits and reports,
- 26 E. Maintains financial and bookkeeping records,
- 27 F. Assures that the accounting for Intergroup is maintained in Quickbooks or similar  
28 accounting program,
- 29 G. Completes bank reconciliations by the 10<sup>th</sup> of the following month,
- 30 H. Prepares and presents financial statements to the Steering Committee and Intergroup  
31 meetings monthly,
- 32 I. Prepares Federal and State and local income tax filings and reports, as necessary,
- 33 J. Assures that all appropriate insurance coverages are in place; annually obtains assessment  
34 of insurance needs from intergroup’s insurance agent,
- 35 K. Reviews all contracts,
- 36 L. Returns all original financial documentation and an electronic copy of the accounting file  
37 to the Intergroup Permanent Files upon completion of the Financial Review by the  
38 Finance Chairperson,
- 39 M. Prepares written procedures for performing tasks A-F,
- 40 N. Supervises Office Staff on any delegated tasks A-G & I above.

41 Position description and qualifications can be found on the Northern Delaware Intergroup  
42 website under Service; Election Processes.

43  
44 **Section 5.** Members at Large will serve for a term of two years. The Members at Large also  
45 fulfill other assigned Committee duties as required by the Chairperson, the Steering Committee  
46 or the Representatives of Intergroup. Position description and qualifications can be found on the  
47 Northern Delaware Intergroup website under Service; Election Processes.

1  
2  
3 **Article IX**  
4 **Election of Officers**

5 **Section 1. Election Process.** Northern Delaware Intergroup will use for its basic guide of  
6 conduct, in all corporate matters, unless otherwise stated, the current AA Service Manual  
7 combined with the Twelve Concepts for World Service, as published by Alcoholics Anonymous  
8 World Services, Inc., New York, NY 10016, and any addendums that follow each annual  
9 General Service Conference. For the purpose of conducting elections, rather than establish its  
10 own process/procedures, NDIAA follows the “Third Legacy Procedure” which is contained in  
11 Appendix G on pages 110-111 of the Service Manual.

12 **Section 2. Election Meeting – Eligibility to Vote.** The Election Meeting is held bi-annually in  
13 September to elect the Officers to serve a term as defined by their position description beginning  
14 January 1<sup>st</sup> of the next year. As with all other Intergroup votes, all currently seated  
15 Members/Representatives are eligible to vote. Per Article III and Article VII of the By-Laws,  
16 membership consists of:

- 17 Chairperson - current  
18 Vice-Chairperson - current  
19 Secretary - current  
20 Treasurer - current  
21 Members-At-Large - three Representatives elected by the Membership  
22 Representatives (IGR) - elected by their homegroup –  
23 Alternate IGRs are eligible to vote in the absence of the IGR for that homegroup.  
24

25 **Section 3. Officers of Intergroup to be Elected.** Chairperson, Vice-Chairperson, Secretary,  
26 Treasurer, Member-at-Large – three (3).

27 **Section 4. Nomination Process.** Under the Third Legacy Procedure, there is no nominating  
28 committee, nominations from the floor, or similar process for nominating candidates. Each  
29 candidate nominates themselves. As noted on page 110, Appendix G, AA Service Manual, the  
30 Third Legacy Procedure eliminates the politics typical of such processes while allowing a  
31 candidate who loses the election for one position to run for another. Therefore, Intergroup relies  
32 on each candidate to present a complete, accurate and candid description of their qualifications  
33 for handling the responsibilities of the position for which they are a candidate.

34 **Section 5. Key Considerations for Candidates.**

- 35 A. Candidates should be a **participant of a Group participating in Northern Delaware**  
36 **Intergroup.**  
37 B. Candidates will be provided with a position description for the position to which the  
38 Candidate aspires.  
39 C. Candidates for any Steering Committee elected position should have some previous AA  
40 service experience, i.e., Member Group Officer, IGR, District, or Area service.  
41  
42  
43

1 **Section 6. Steering Committee Position Descriptions and Qualifications.** It is the  
2 responsibility of the Steering Committee to assure that the detailed job descriptions for all  
3 elected positions are updated, maintained and published regularly to the Northern Delaware  
4 Intergroup membership. The job descriptions shall comply with the current Northern Delaware  
5 Intergroup bylaws.

6  
7  
8 **Article X**  
9 **Steering Committee**

10  
11 **Section 1.** The Steering Committees shall consist of the elected Officers, Chairpersons of all  
12 Committees, Central Office Coordinator(s), and the past Chairperson.

13  
14 **Section 2.** All elected Officers as defined in Article VIII shall have one vote. One Office  
15 Coordinator in official attendance shall have one vote.

16  
17 **Section 3.** If there are three (3) or more unexcused absences in a calendar year, the Officer is  
18 disqualified from serving on the Steering Committee. Pre-notification of an absence can only be  
19 made to the Chairperson or Vice-Chairperson.

20  
21 **Section 4.** The Steering Committee will meet monthly on the last Tuesday of every month. In the  
22 event that date is the day before the regular Intergroup Meeting, the Steering Committee Meeting  
23 will be moved to the preceding Tuesday.

24  
25 **Section 5.** The Steering Committee shall recommend to the Representatives such projects,  
26 activities or committees as it shall deem, from time to time, to be in the best interests of  
27 Intergroup. Implementation of these recommendations shall be by action of the Representatives.

28  
29 **Section 6.** The Steering Committee shall annually (or as needed in the event of a resignation,  
30 recall or death) approve a list of those members authorized to sign checks issued against the  
31 Northern Delaware Intergroup checking account.

32  
33  
34 **Article XI**  
35 **Financial Management**

36  
37 **Section 1. Treasurer.** The Treasurer is responsible for moneys received and deposited, monies  
38 disbursed, payroll (including payroll taxes/reports), purchasing/ inventory, and the recording of  
39 all financial transactions in the accounting system. Additionally, the Treasurer prepares bank  
40 reconciliations, periodic reconciliation of petty cash and funds not yet deposited: Prepares and  
41 reviews monthly financial statements: Presents the statements to the Steering Committee, and  
42 then the Intergroup membership, with recommendations: Prepares IRS Form 990 (annual  
43 nonprofit tax return) and resolves any questions raised by the IRS. Informs the Steering  
44 Committee, then Intergroup membership, of any such questions and the resolution. Reviews all  
45 contracts and refers them to the Steering Committee with recommendations: Assures that  
46 appropriate and adequate insurance coverages are continued in force: Serves as non-voting  
47 member of the Finance Committee: Works with the Finance Committee and Steering Committee

1 in the spirit of cooperation and collaboration: Provides both committees with requested financial  
2 information in a timely manner.

3  
4 **Section 2. Finance Committee.** Finance Chair is appointed by the Intergroup Chair and shall be  
5 an experienced accountant and independent of the financial management of Intergroup. Finance  
6 Chair appoints additional members of the Finance Committee, as deemed necessary. Finance  
7 Committee prepares the budget (original and any revisions) with input from the Treasurer,  
8 reviews financial statements at least quarterly and prepares recommended finance related  
9 policies and procedures. Finance Chair reports the results of the Finance Committee activities to  
10 the Steering Committee, and then the Intergroup membership, in writing. The Finance  
11 Committee is expected to act with a spirit of cooperation to collaborate effectively with the  
12 Treasurer and Steering Committee.

13  
14 **Section 3. Annual Internal Financial Review.** The Finance Chair conducts the annual review  
15 of the financial statements, records and internal controls, and determines the tests s/he deems  
16 necessary to carry out that review. The Finance Chair may obtain assistance in the review from  
17 other experienced accountants. All individuals involved in the review must be independent of the  
18 management of Intergroup funds. The Finance Chair submits a report and final financial  
19 statements to the Steering Committee and Intergroup in writing. The report is to include an  
20 assessment as to the reliability of the financial statements and selected internal controls, with any  
21 findings that resulted from the review, and recommendations for resolving any findings.

22  
23 **Section 4. External Financial Review / Audit.** An external financial review or audit may be  
24 requested by an Intergroup Representative or voting member of the Steering Committee. Such  
25 requests must be directed to the Steering Committee, in writing, and include the specific  
26 reason(s) for the request. Requests received that lack sufficient specificity to be acted upon will  
27 be returned for clarification. The Steering Committee will obtain an assessment of the request,  
28 and a proposal for providing the appropriate services, from a Certified Public Accountant. The  
29 Steering Committee will then present both the request and CPA's assessment and proposal to the  
30 membership at an Intergroup meeting for approval by the membership. Approval requires a 2/3  
31 majority of the members present and voting.

32  
33 **Section 5. Steering Committee.** Reviews the budgets, statements and reports from the Treasurer  
34 and Finance Committee and reports the results of the Steering Committee review to the  
35 membership at the next Intergroup meeting.

36  
37  
38 **Article XII**  
39 **Financing**

40  
41 The activities of Intergroup shall be financed by:

- 42  
43 1. Contributions from Member Groups.  
44 2. Individual AA member contributions. All contributions must be according to GSO guidelines.  
45 3. Sale of AA approved literature.  
46 4. Income derived from such projects or activities as may be authorized from time to time by the  
47 Representatives.



1  
2  
3 **Article XIII**  
4 **Sobriety**  
5

6 **Section 1.** It is recommended that the Chairperson, Vice-Chairperson and Treasurer shall have  
7 three (3) or more years of continuous sobriety to serve on the Steering Committee of Intergroup.  
8 The Secretary and Members at Large should have two (2) or more years of continuous sobriety.  
9 The Committee Chairpersons should have one (1) or more years of continuous sobriety. In order  
10 to be elected as a Representative to Intergroup or as an Alternate Representative, a person should  
11 have at least one year continuous sobriety.  
12

13 **Section 2.** Any Officer of the Steering Committee or Group Representative may be subject to  
14 removal by a two-thirds (2/3) vote of a duly constituted meeting of Representatives where a  
15 quorum is present (as defined in Article V) or by action of the individual Group which they  
16 represent for the purpose of enforcing this provision.  
17  
18

19 **Article XIV**  
20 **Amendment to By-Laws**  
21

22 The By-Laws may be amended at any time by a two-thirds (2/3) vote of the participating  
23 Members at any duly constituted Meeting, providing a quorum is present, that notice of a  
24 proposed amendment has been included in the previous Meeting's minutes, and a copy of the  
25 proposed amendment has been posted to the official Intergroup website at least one month prior  
26 to the Meeting in which any action is taken on the amendment.  
27  
28

29 **Article XV**  
30 **Traditions**  
31

32 The Twelve Traditions, the A.A. Service Manual and Guidelines of Alcoholics Anonymous are  
33 accepted, approved, and adopted as guides regarding the conduct of Intergroup.  
34  
35

36 **Article XVI**  
37 **Non-Profit**  
38

39 **Section 1.** - (a) Said organization is organized exclusively for charitable and educational  
40 purposes including for such purposes, the making of distributions to organizations that qualify as  
41 exempt-organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the  
42 corresponding provision of any future United States Internal Revenue Law).  
43

44 **Section 2.** - (b) No part of the net earnings of the corporation shall inure to the benefit of, or be  
45 distributable to its members, trustees, officers, or other private persons, except that the  
46 corporation shall be authorized and empowered to pay reasonable compensation for the services  
47 rendered and to make payments and distributions in furtherance of the purposes set forth in this  
48 paragraph. No substantial part of the activities of the corporation shall be the carrying on of

1 propaganda, or otherwise attempting to influence legislation, and the corporation shall not  
2 participate in, or intervene in (including the publishing or distribution of statements) any political  
3 campaign on behalf of any candidate for public office. Notwithstanding any other provision of  
4 the articles, the corporation shall not carry on any other activities not permitted to be carried on  
5 (1) by a corporation exempt from Federal Income Tax under Section 501(3)(c) of the Internal  
6 Revenue Code of 1954 (or the corresponding provision of any future United States Internal  
7 Revenue Law), or (2) by a corporation contributions to which are deductible under Section  
8 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future  
9 United States Internal Revenue Law.)

10  
11 **Section 3.** - Members of the Intergroup will be deemed to have expressly consented and agreed  
12 that upon dissolution or winding up of the affairs of the Intergroup, whether voluntary or  
13 involuntary, the assets of the Intergroup (after all debts have been satisfied), then remaining in  
14 the possession of the Steering committee will be distributed, conveyed, delivered and paid over,  
15 in such amounts as the Steering Committee may determine (or as may be determined by a court  
16 of competent jurisdiction upon application of the Steering Committee), will distribute the funds  
17 to the General Service Office of Alcoholics Anonymous, New York, New York, under the  
18 provisions of Section 501(3) of the Internal Revenue Code and its regulations as they now exist  
19 or as they may hereafter be amended.

20  
21  
22 **Article XVII**  
23 **Delaware Service Assembly Representation**  
24

25 The Chairperson, or in their absence, the Vice-Chairperson, or a Representative designated by  
26 the Chairperson, will be the representative for Northern Delaware Intergroup at all Delaware  
27 Area Service Assembly functions.  
28

29  
30 **Article XVIII**  
31 **Removal of Officers**  
32

33 Any Officer of the Steering Committee may be subject to removal for cause upon a two-thirds  
34 (2/3) vote of Group Representatives present at a duly constituted meeting where a quorum is  
35 present (as defined in Article V). Before a vote for removal from office, any Member of  
36 Intergroup must submit a written description of charges to the Steering Committee. The  
37 Committee must submit a copy of the written charges to the affected individual and the  
38 individual shall be granted ten (10) business days to respond in writing to the Steering  
39 Committee. Upon receipt of a response, if any, from the affected individual, the Steering  
40 Committee will provide the membership with the Committee's recommendation for any action at  
41 the duly constituted meeting.  
42  
43  
44

1  
2 **Article XIX**  
3 **Resignations; Vacancies**  
4

5 **Section 1.** Any Officer of the Steering Committee may resign by giving written notice to the  
6 Chairperson or the Secretary. Except in the case of the Chairperson, any vacancies will be filled  
7 by the Chairperson, on an interim basis, subject to a special election.

8 **Section 2. A Special Election will follow the same election process as outlined in Article IX**  
9 **– Election of Officers.**

10  
11  
12  
13 X \_\_\_\_\_  
14 Chairperson Date of Approval  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

**NORTHERN DELAWARE INTERGROUP AA  
OFFICER POSITION DESCRIPTION  
CHAIRPERSON**

**DUTIES:**

- Presides over all monthly Steering Committee and monthly Intergroup Meetings.
- Establishes annual calendar dates, place and times for Steering Committee and Intergroup Meetings.
- Ensures Member Groups are adequately notified of annual calendar dates, place and times.
- Maintains liaison coordination with Area Service entities.
- Establishes necessary ad hoc committees and service committees in the best interest of the Intergroup function.
- Maintains oversight responsibilities for all service committees as well as their function.
- Keeps the Vice-Chairperson fully informed and active in operational duties.
- Oversight responsibility for Central Office operations and staff.
- [This service position has a term of two \(2\) years.](#)

**QUALIFICATIONS:**

- Member of a Registered AA Member Group of Northern Delaware Intergroup.
- Three **or more** years of continuous sobriety.
- Sufficient time to attend and prepare for the monthly Meetings and to address any Central Office needs and/or service committee needs.
- Current or previous service position experience in local Homegroup, Intergroup, District or Area Office positions. Ability to present a service position experience resume at the election meeting.
- Experience in chairing business or service committee meetings.
- Thorough familiarity with Twelve Traditions and Twelve Concepts and how they may apply to local problems.
- Ability to be open-minded and listen to different points of view.



1   **NORTHERN DELAWARE INTERGROUP AA**  
2   **OFFICER POSITION DESCRIPTION**  
3   **SECRETARY**  
4

5   **DUTIES:**

- 6           • Attends all monthly Steering Committee and monthly Intergroup Meetings.  
7           • Records and distributes minutes of all Steering Committee and Intergroup Meetings.  
8           • Notifies all Member Groups of dates, place and times of monthly Intergroup Meetings,  
9           Special Meetings.  
10          • Maintains a Minutes Book.  
11          • Maintains a current list of all Member Group Representatives by name, address, phone  
12          and email.  
13          • This service position has a term of two (2) years.  
14

15  
16   **QUALIFICATIONS:**

- 17          • Member of a Registered AA Member Group of Northern Delaware Intergroup.  
18          • At least two (2) or more years of continuous sobriety.  
19          • Sufficient time to attend monthly Meetings.  
20          • Sufficient time to provide required minutes, make notifications, etc . . . .  
21          • Current or previous service position experience in local Homegroup, Intergroup, District  
22          or Area Office positions.  
23          • Has access to email and telephone.  
24          • Ability to attend Meetings in person or virtual, as dictated by Intergroup Calendar.  
25          • Ability to create a record of a meeting that captures the essentials of what happened.  
26          • A level of computer knowledge and information technology skills that reflect the  
27          Intergroup’s needs.  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

1   **NORTHERN DELAWARE INTERGROUP AA**  
2   **OFFICER POSITION DESCRIPTION**  
3   **TREASURER**  
4

5    **DUTIES:**

- 6        A. All banking duties and banking relationships.
- 7        B. Records and deposits all funds received.
- 8        C. Prepares and records all payments for expenses.
- 9        D. Prepares and submits all payroll tax deposits and report.
- 10       E. Maintains financial and bookkeeping records.
- 11       F. Assures that the account for Intergroup is maintain in Quikbooks or similar accounting  
12        program.
- 13       G. Completes bank reconciliations by the 10<sup>th</sup> of the following month.
- 14       H. Prepares and presents financial statements to the Steering Committee and Intergroup  
15        meetings monthly.
- 16       I. Prepares Federal and State income tax filings and payments as necessary.
- 17       J. Assures that all appropriate insurance coverages are in place; annually obtains assessment  
18        of insurance needs from Intergroup’s insurance agent.
- 19       K. Reviews all contracts.
- 20       L. Returns all original financial documentation and electronic cop of the accounting file to  
21        the Intergroup Permanent Files upon completion of the Financial Review by the Finance  
22        Chairperson.
- 23       M. Prepares written procedures for performing tasks A-F.
- 24       N. Supervises Office Staff on any delegated tasks A-G & I above.

25  
26    This service position has a term of two (2) years.  
27

28    **QUALIFICATIONS:**

- 29       • Member of a Registered AA Member Group of Northern Delaware Intergroup.
- 30       • **Three (3)** or more years of continuous sobriety.
- 31       • Organizational skills for good recordkeeping, accounting or bookkeeping experience, i.e.,  
32        Quikbooks, or time and ability to attend appropriate training in an accounting program.
- 33       • Sufficient time to attend monthly Meetings.
- 34       • Sufficient time to document and update all financial transactions in Quikbooks.
- 35       • Sufficient time for all monthly Treasurer reports, staff State and Federal Tax  
36        requirements and reporting.
- 37       • Ability to discuss financial matters to an audience that does not have the same financial  
38        skills.
- 39       • Has access to email and telephone and computer equipment.
- 40       • Ability to attend Meetings in person or virtual, as dictated by Intergroup Calendar.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22

**NORTHERN DELAWARE INTERGROUP AA  
OFFICER POSITION DESCRIPTION  
MEMBER AT LARGE**

**DUTIES:**

- Attend all Steering Committee and Intergroup Meetings monthly.
- Participate on Service Committee or Ad Hoc Committee as assigned.
- Assist Chairperson whenever or wherever possible.
- This service position has a term of two (2) years.

**QUALIFICATIONS:**

- Member of a registered AA Member Group of Northern Delaware Intergroup, Inc.
- At least Two (2) or more years of continuous sobriety.
- Current or previous service position experience at Intergroup, Homegroup, District or Area level.
- Ability to attend all meetings in person or virtual as determined by Intergroup calender.
- Sufficient time to serve and devote to necessary duties and commitments.
- Access and proficiency with email and telephone.