

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.

QUALIFICATIONS:

- Member of a Registered AA Member Group of Northern Delaware Intergroup.
- Three to five 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.