

Intergroup Board Election Process

Board of Directors

1. An Administrative Board shall be established to oversee the Antelope Valley Intergroup administrative matters and provide direction to the Office Manager. The members of the Board include the officers of the Intergroup and Office Manager. With the exception of a paid manager, board members will serve without compensation. The members of the Board shall not represent any single group, but with the exception of the chairperson who shall vote only in case of a tie, shall be voting members of the Intergroup in accordance with the "Right of Participation" as mentioned in Concept IV of the A.A. Twelve Concepts. However, in cases of conflict of interest, as defined by the Chairperson, non-participation in discussion and/or abstention from voting shall be observed by the appropriate board members.

2. The Board shall consist of four (4) officers, four (4) Members At-Large and the Office Manager, all preferably from different sections of the area served, elected during the Intergroup meeting in March of each year, by Intergroup members, in accordance with elections protocol. A quorum shall consist of at least five (5) members.

3. Qualifications and Eligibility

a) An elected member of the Board shall be sober for an uninterrupted period of sobriety before and during Board service. There will be no waivers of the requirements under any circumstances. Those requirements are Chairperson and Co-Chairperson, 4 years; Secretary, 1 year and Treasurer, 3 years.

b) The Office Manager shall have a minimum of ten (10) years of continuous sobriety before and while employed, and shall be a resident of the area served.

c) To be eligible for consideration for nomination, the person must have continuous participation in Intergroup for six (6) months prior to nominations, attending at least four (4) of the last six (6) meetings.

1. Election of Officers

a) Nominations of all qualified A.A. members for Board positions shall be held at the regular Intergroup meeting in the months of January and February. Any A.A. member who is qualified for the open position and is willing to make the necessary commitment may be nominated. Each person seeking a position is to be interviewed by the Intergroup at the January or February meetings. Intergroup members may accept or decline a nominee by a simple majority vote. Qualifications for the open positions will be posted at the Central Office. Votes may be cast during regular Central Office business hours.

b) An annual election will be held during the first week of March. Ballots may be cast during regular business hours at the A.V. Central Office, for one (1) week prior to the annual election meeting on the first Thursday at 7:00pm. All Antelope Valley A.A. members may vote. Adequate notice of the elections will be posted on the bulletin boards of meeting halls and Central Office as well as published in the "Scoop."

c) There will be three (3) vote counters – two (2) to count and one (1) to verify the count if there is a discrepancy. If there is still a discrepancy, the Chair will be notified immediately before the counting continues. In the event of a tie, the first consideration shall be whether the candidates are present at the meeting. If there is only one candidate present, they shall be elected to the office. If both are present, the Intergroup Board members shall break the tie by casting ballots.

d) The election results will be announced during the March Intergroup meeting, immediately following the balloting and ballot counting. Newly elected officers are to be introduced to the group. Outgoing officers shall turn over any records or books of that office. Newly elected officers shall assume their positions at that time.

e) The names, positions and group affiliations of all Board of Director officers shall be published in the April edition of the "Scoop."

f) The elected Board of Director officers, must be willing to take on a one (1) year commitment.

2. Members at Large

Members at Large are to be nominated by the groups. They must have a willingness to participate, actively participate, and knowledge of Alcoholics Anonymous in the Antelope Valley. Members at Large must be willing to take on a two (2) year commitment.

3. Responsibilities of Board of Directors

In the matters concerning the daily operations of the Central Office, the Board of Directors shall make required decisions for improvement or alterations of the Central Office or purchasing any new equipment or spending in excess of \$300.00 per month, excluding standard operating expenses or purchases of inventory.

4. Officers

Chairperson

Qualifications:

- a) Four (4) years continuous sobriety.

- b) Experience as a Board member at A.A. group level or of an AA service group.

Duties:

- a) Responsible for conducting all meetings in the spirit of the Twelve Traditions of Alcoholics Anonymous.
- b) Assures that all activities are conducted in the spirit and intention of the Intergroup By-Laws.
- c) Responsible for oversight of the Central Office and to insure that the other Board members are conducting their duties in an appropriate manner.
- d) Is a bank account signer.
- e) Conducts annual performance and salary review for Office Manager.

Co-Chairperson

Qualifications:

- a) Four (4) years continuous sobriety.
- b) Commitment to assuming Chairperson position after current tenure, if nominated.

Duties:

- a) Monitors progress of all special committees formed for the express purpose of conducting Intergroup business or special functions.
- b) Presides over all meetings and functions in the absence of the Chairperson.

- c) Assumes position of Chairperson in the event that the Chairperson is unable to fulfill his/her term.

Secretary

Qualifications:

- a) One (1) year of continuous sobriety.
- b) Ability to take accurate notes and transcribe them to typewritten form.

Duties:

- a) Take accurate and complete minutes at regular and emergency meetings.
- b) Provide minutes in hard copy to all Board members.
- c) Maintain a list of all Intergroup members and phone numbers.
- d) In case of an emergency meeting, notify all Board members and Group Representatives and Members at Large.

Treasurer

Qualifications:

- a) Three (3) years of continuous sobriety.

b) Basic comprehension of accounting principles and acceptable standards.

c) May not be related to nor cohabit with the Office Manager.

Duties:

a) The purpose of the Antelope Valley Intergroup Treasurer position is to provide oversight of the Intergroup Central Office financial operations to the Intergroup Board of Directors.

b) The Treasurer will carry out this responsibility by conducting a monthly comparison of the Central Office financial record and bank statement.

The goals of this comparison are as follows:

1. Establish equivalence between office financial record transactions and bank statement transactions;
2. Identify and bring to the Board's attention any discrepancies between the office financial record and bank statement;
3. Identify and bring to the Board's attention any questionable transactions;
4. Identify and bring to the Board's attention any discrepancy between the financial record's balance and cash on hand in the office;
5. Review quarterly and annual tax filings and statements for accuracy.

c) The Treasurer will assist in goods inventory at the interval upon which the Board and the Central Office Manager agree.

d) Accounting standards will be as follows:

1. The Treasurer will have computer access to the Central Office financial records and online access to the bank account for retrieving the current bank statement;
2. The bank statement will be assumed to be current, correct, and factual unless otherwise indicated;
3. The office financial record will be confirmed to be the current record in use by the office;
4. To the extent possible the office financial record will be checked that it contains no readily apparent anomalies such as hidden spreadsheet cells, non-sequential algorithms, or hard-coded values in lieu of calculation algorithms;
5. In-office cash transactions will not show in the bank statement but are expected to agree with the cash total;
6. Office financial records and inventory count are expected to agree only after a physical inventory has been completed.

E. The Treasurer will provide a written report of the status of all items in paragraph B above to the Board at the monthly meeting.

Members at Large

Qualifications:

- a) Fifteen (15) years uninterrupted sobriety.
- b) Desire to help oversee Central Office.
- c) Willingness to participate in monthly Intergroup meetings.

Duties:

- a) To oversee and advise the Board on Central Office operations.
- b) To assist Board of Directors in selecting a new Office Manager.

- c) To be present during emergency meetings to help assist and advise Board of Directors on important issues.

- d) To provide overall knowledge and stability in overseeing Intergroup and Central Office operations.