

QUEENS INTERGROUP OF ALCOHOLICS ANONYMOUS
STEERING COMMITTEE POSITIONS FOR ELECTION IN EVEN YEARS
“We Grow Through Service”

It is suggested that candidates for offices attend the October and November Steering Committee Meetings to familiarize themselves with QIAA procedures.

Positions Open for Election

- 1) Vice Chairperson
- 2) Vice Treasurer
- 3) Office Operations Committee Chairperson
- 4) Secretary
- 5) Website Committee Chairperson
- 6) Intergroup / General Service Liaison and Special Event Coordinator

Qualifications and Duties of Vice Chairperson

One-year term (Two-year commitment).

Must have at least five years of sobriety.

Duties are:

- 1) Perform the duties of the Chairperson in his or her absence.
- 2) Perform other duties as assigned by the Chairperson.
- 3) Assume the position of Chairperson for the next term.
- 4) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Qualifications and Duties of Chairperson (Year Two of Commitment)

One year term.

Must have at least five years of sobriety.

Must have served as the Vice Chairperson, unless waived by the Intergroup Committee.

Duties are:

- 1) Preside at all meetings and perform such acts and duties as are customary to this office.
- 2) Conduct all meetings to ensure the proper and efficient order of business.
- 3) Appoint committees as necessary.
- 4) Call special meetings as are required.
- 5) Keep the Vice Chairperson informed.
- 6) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Qualifications and Duties of Vice Treasurer

One-year term. (Two-year commitment)

Must have at least five years of sobriety.

Must have experience in accounting and bookkeeping.

Duties are:

- 1) Assist the treasurer in keeping financial records.
- 2) Assist the treasurer in preparing monthly and quarterly reports.
- 3) Assume the responsibility as Treasurer for the next term.
- 4) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Qualifications and Duties of Treasurer (Year Two of Commitment)

One-year term.

Must have at least five years of sobriety.

Must have served as Vice Treasurer, unless waived by the Intergroup Committee.

Must have accounting and bookkeeping experience.

Duties are:

- 1) Receive all funds and deposit them in the corporation's checking account.

- 2) Pay all authorized expenses of the corporation.
- 3) Prepare and maintain a monthly cumulative report of all receipts and disbursements and present this report at regular meetings.
- 4) Maintain a file of all receipts, vouchers and check records.
- 5) Pay frequent visits to the QIAA office to pick up mail relating to the treasurer.
- 6) Keep the Vice Treasurer informed.
- 7) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Qualifications and Duties of Office Operations Committee Chairperson (Office Manager)

Two-year term.

Must have at least four years of sobriety.

Must be experienced working with AA committees.

Must be familiar with office procedures.

Must have served on the Office Operations Committee (O.O.C.) or the Steering Committee.

Duties are:

- 1) Appoint, subject to Steering Committee approval, coordinators to serve on the O.O.C.
- 2) Work closely with the O.O.C. in ensuring efficient office operations.
- 3) Keep any information concerning individuals in strict confidence.
- 4) See that all newcomers and inquiries from newcomers are properly attended to.
- 5) Refer all matters dealing with the various committees to their appropriate place, using his/her discretion in the allocation.
- 6) Be responsible for the safekeeping of all files, records, and minutes, and do other work, as designated by the Steering Committee, within the realm of AA activities.
- 7) Deal directly with outside vendors regarding office purchases and repairs of office equipment.
- 8) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Qualifications and Duties of Secretary

Two-year term.

Must have at least two years of sobriety.

Must have had experience with computers.

Duties are:

- 1) Record the minutes of each meeting.
- 2) Prepare and read the minutes from the last meeting for the current meeting.
- 3) Take attendance at each meeting.
- 4) Keep computer listings of Queens area groups, meetings, contacts, mailing addresses and all other information important to the operation of QIAA.
- 5) Keep records of all QIAA correspondence.
- 6) Arrange periodic mailings to Queens area groups.
- 7) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Qualification and Duties of Website Committee Chairperson

Two-year term.

Must have at least two years of sobriety.

Must have experience with computers.

Must have an internet-connected computer at home.

Can succeed himself in office once.

Duties are:

- 1) Administer the QIAA website. This includes updates to content as well as maintenance of underlying software.
- 2) Responsible for availability and good working order of all aspects of the QIAA website. Takes appropriate action to maintain availability.
- 3) Receive all email for the QIAA website and route it to the appropriate committee chair or coordinator.

- 4) Maintain a good working relationship with the website's host entity.
- 5) Work closely with the Secretary, Newsletter Chairperson and Meeting Book Chairperson and other QIAA officers for appropriate updates to the content of the website.
- 6) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Qualification and Duties of Intergroup / General Service Liaison and Special Event Coordinator

Two-year term.

Must have at least four years of sobriety.

Must have an understanding of AA "Twelve Traditions" and "Twelve Concepts of Service."

Duties are:

- 1) Attend General Service Assembly functions (SENY, Queens County, etc.).
- 2) Arrange and prepare site for quarterly Intergroup Exchange and business meetings.
- 3) Coordinate Share-a-thon, Gratitude Day and other QIAA special events.
- 4) Volunteer at least four hours per quarter to answering telephones at the QIAA office.