KCGA Intergroup Officer Positions

**Term: [Enter Dates]**

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| --- | --- | --- | --- |
| Title | Description | Clean Time | Nominees |
| Intergroup Chairperson | Responsible for leading Intergroup meetings, proposing meeting schedule & creating agenda.  | 1 Year(Required) |  |
| Secretary & Asst. Chairperson | Responsible for recording & publishing minutes of Intergroup meetings, submitting anniversaries to I.S.O., & sending general communications to KCGA membership. | 6 Months(Suggested) |  |
| Treasurer | Responsible for creating budget and tracking expenses, collecting dues/donations from area meetings, & paying debt obligations of Intergroup. | 2 Years(Required) |  |
| Pressure Relief Chairperson | Responsible for coordinating pressure relief group meetings for all area groups and training committee members to hold PRGM. | 1 Year(Suggested) |  |
| Public Relations Chairperson | Responsible for responding to all requests from media, counselors, etc., and planning & coordinating events to drive visibility of GA in the local community. | 1 Year(Suggested) |  |
| Social Committee Chairperson | Responsible for planning and organizing potluck dinners, the summer event (Picnic or Royals game), and other social activities for members. | 1 Year(Suggested) |  |
| Telephone Hotline Chairperson | Responsible for overseeing hotline and organizing volunteer members to answer calls on a rotating basis. | 1 Year(Suggested) |  |
| Literature Chairperson | Responsible for ordering and managing small amount of literature inventory to support small meetings that do not have the resources to purchase their own literature.  | 1 Year(Required) |  |
| Fundraising Chairperson | Responsible for seeking and putting into action possible fundraising activities to help insure the viability of Intergroup and I.S.O. | 1 Year(Suggested) |  |
| Website Chairperson | Responsible for maintaining and updating the [www.kcga4u.com](http://www.kcga4u.com) website, including meeting changes, news & events, etc. Also monitors email inquiries from website and distributes them to appropriate committee officers or trusted servants to respond. | 1 Year(Suggested) |  |
| Mini Conference Chairperson | Responsible for coordinating all aspects of the annual conference and overseeing all subcommittee chairs & members. | 1 Year(Suggested) |  |

 KCGA Intergroup Committee Positions

**Term: [Enter Dates]**

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| Title | Description | Clean Time | Nominees |
| Sunday Evening Rep | Responsible for attending Intergroup meetings, bringing meeting’s concerns to Intergroup, reporting back to meeting, voting on behalf of meeting, and providing meeting anniversaries. | 6 Months(Suggested) |  |
| Monday Evening Rep | Responsible for attending Intergroup meetings, bringing meeting’s concerns to Intergroup, reporting back to meeting, voting on behalf of meeting, and providing meeting anniversaries. | 6 Months(Suggested) |  |
| Tuesday Evening Rep | Responsible for attending Intergroup meetings, bringing meeting’s concerns to Intergroup, reporting back to meeting, voting on behalf of meeting, and providing meeting anniversaries. | 6 Months(Suggested) |  |
| Wednesday Noon Rep | Responsible for attending Intergroup meetings, bringing meeting’s concerns to Intergroup, reporting back to meeting, voting on behalf of meeting, and providing meeting anniversaries. | 6 Months(Suggested) |  |
| Wednesday KCK Rep | Responsible for attending Intergroup meetings, bringing meeting’s concerns to Intergroup, reporting back to meeting, voting on behalf of meeting, and providing meeting anniversaries. | 6 Months(Suggested) |  |
| Wednesday Lee’s Summit Rep | Responsible for attending Intergroup meetings, bringing meeting’s concerns to Intergroup, reporting back to meeting, voting on behalf of meeting, and providing meeting anniversaries. | 6 Months(Suggested) |  |
| Thursday Evening Rep | Responsible for attending Intergroup meetings, bringing meeting’s concerns to Intergroup, reporting back to meeting, voting on behalf of meeting, and providing meeting anniversaries. | 6 Months(Suggested) |  |
| Friday Evening Rep | Responsible for attending Intergroup meetings, bringing meeting’s concerns to Intergroup, reporting back to meeting, voting on behalf of meeting, and providing meeting anniversaries. | 6 Months(Suggested) |  |
| Saturday Morning Rep | Responsible for attending Intergroup meetings, bringing meeting’s concerns to Intergroup, reporting back to meeting, voting on behalf of meeting, and providing meeting anniversaries. | 6 Months(Suggested) |  |
| Committee Members | Responsible for attending Intergroup meetings and supporting chairpersons in executing their responsibilities | 90 Days(Suggested) |  |