

Steering Committee Membership

The Chair shall be the chief executive officer of the Intergroup Representatives and shall preside at all meetings, conducting them in a businesslike and expeditious manner. They shall call for reports from all officers and outstanding committees as well as both old business and new, entertaining appropriate motions, seconds, as well as proper discussion and calling for votes as outlined in Robert's Rules of Order (Revised) and the A.A. Service Manual.

The Vice Chair shall fulfill all the duties of the Chair, if the Chair is unable to be present to fulfill their duties. They shall coordinate with the Chair about any additional duties which may be required.

The Secretary shall maintain a roster of Intergroup Representatives attending the Intergroup meetings, and keep accurate minutes of the meetings.

The Treasurer shall receive and disburse funds as directed by the Intergroup and shall maintain adequate financial records, furnishing monthly written reports to both the Steering Committee and the Intergroup Representatives. The Treasurer shall maintain a prudent reserve as directed by the Steering Committee. In the absence of both the Chair and the Vice chair, the Treasurer shall preside at meetings.

The Schedule Editor shall maintain and publish (both in print and online) a detailed and up-to-date listing of all A.A. meetings in the Albuquerque and surrounding area together with their time and place. These schedules shall be available to all groups and individuals interested in such information.

The Accessibilities Chair shall develop and coordinate programs for carrying the A.A. message to alcoholics with special needs.

The Media Librarian shall maintain the Media Library, add new media, maintain lists of media available, and keep the Fellowship informed as to the progress of the library.

The Website Chair shall oversee the development and maintenance of the Central Office Website. The Website Chair shall manage an email account for each Steering Committee member and provide monthly web-visit reports to the Coordinator and/or Steering Committee. In particular, the Website Chair will coordinate with the Schedule Editor to assure that Central Office publications are available online.

The Community Outreach Chair shall facilitate literature and speaker events to respond to non-A.A. entities inquiring about A.A.'s fellowship, program, and traditions. The Community Outreach Chair shall interface with Districts and Area PI and CPC Committees.

The Intergroup Liaison represents the Central Office when groups/Districts/other 12-Step groups request contact and assistance for special events and other activities. They will initiate and coordinate an outreach program to inform the groups of the purpose and activities of the Central Office.