

**Central Office information:**

2118 Inwood Dr. Suite 112  
 Ft Wayne, IN 46815  
 Dial (260) 471-6262

Office Hrs. Mon—Sat 10am—4pm

[www.aaftwayne.org](http://www.aaftwayne.org)

Revision 03/10

*Fort Wayne Area  
 Intergroup*

**Intergroup  
 Suggested  
 Guidelines**



**Representative Handbook**

- Intergroup officer roles and duties
- Committee functions and responsibilities
- Intergroup Activities Schedule
- Central Office Information

*God,  
grant me the serenity to  
accept the things I cannot change,  
courage to change the things I can  
and wisdom to know the difference*

*I am responsible.  
When anyone,  
anywhere  
reaches out for help,  
I want the hand of AA to  
always be there, and for that  
I am responsible*

## Table of Contents

General Information	4
Chairman	5
Secretary	6
Treasurer	7
Steering Committee	8
Central Office Manager	9
Corrections/Treatment Committee	10
Public Information/Cooperation With The Professional Community Committee	11
Newsletter Committee	12
N.E. Indiana Convention Committee Intergroup Picnic Committee	13
New Years Eve Dance Committee General Intergroup Yearly Schedule	14
Central Office Information	Back Cover

## New Years Eve Dance Committee

### Description

Dancing, raffles, laughter and food are all great reasons to get together, especially if you're ringing in a new year with friends, as well! It has been past practice that the New Years Eve Dance be hosted by one group and co-hosted by another group. Groups volunteering to host or co-host this event shall do so at an intergroup meeting for intergroup approval. It is helpful if the information from the previous NYED be retained and forwarded onto the host group. The group who co-hosts this event will be the host group the following year.



## General Intergroup Yearly Activities

**January** – Convention tickets and flyers are ready and available for distribution to sales people.

**February** - Final report from New Years Eve Dance is delivered.

**April** – The Northeast Indiana Convention is held.

**April/May** – Budget for the picnic is presented; final report from the convention is delivered.

**June/July** – The picnic is held, chairman announces upcoming nominations and elections.

**July** – Final report from picnic is delivered; nominations are taken for upcoming elections (it has been past practice to have the nominees share a little about their service background and sobriety with Intergroup).

**August** – Elections held (see bylaws for specifics).

**October/November** – Budget for the New Years Eve Dance is presented.

**November**— Upcoming year's Intergroup operating budget presented

**December** – New Years Eve Dance is held.

## General Information

Welcome to the Fort Wayne area Intergroup committee! It is our distinct pleasure to present this handbook in the hope of helping you better understand how the Intergroup committee (hereon simply called Intergroup) works, its place in the AA structure and what it does to give service to Fort Wayne.

It should be immediately noted that the Intergroup falls outside of AA's General Service Structure, and is a separate, not-for-profit corporation put together and funded solely by local AA groups to provide services those groups have deemed necessary and prudent. The Central Office serves as the Intergroup's information clearinghouse and provides the local community with such assistance as telephone answering services, meeting schedules, books and literature, as well as volunteers to do –12th step calls; and that's only a small illustration of the benefits that Intergroup and the Central Office offer the public.

Intergroup meetings are open to all AA and Al-Anon members, but the voting body of Intergroup consists strictly of the Intergroup officers (Chairman, Co-Chairman, Secretary, Treasurer and Co-Treasurer), steering committee members, each group's Intergroup representative **or** their respective alternate, Standing Committee Chairs and Co-Chairs and the Central Office Manager (current bylaws). *Neither Al-Anon members nor observers/guests may vote.*

All Intergroup meetings are held on the first Monday of each month excepting for holidays; in such a case, the meeting will be held on the second Monday. Currently, Intergroup meetings are held at the Crescent Avenue United Methodist Church at 7pm. ***If Ft. Wayne Community schools are closed due to inclement weather, there will be no meeting.***

To help Intergroup's effectiveness in aiding the AA groups in fulfilling their primary purpose, it is *suggested* that adherence to the principles of the 12 steps, 12 traditions and 12 concepts of AA, AA guidelines on Central or Intergroup offices (MG-02), the most recent AA Service Manual and the bylaws of Ft Wayne Area Intergroup, Inc. be maintained.

It is further suggested that all Intergroup officer, standing chair and co-chair and steering committee positions be filled by an AA member with at least one (1) year of continuous sobriety.

## Northeast Indiana Convention Committee

### Description

Held every April, the Northeast Indiana Convention is a large event and, as such, needs rigorous planning. There is always 2 committees running at the same time: one planning the next year's convention, and one planning the convention 2 years away. It has been past practice that the current chairperson nominates a co-chairperson that will be the voice of the convention for that year. The co-chairperson will then rotate into the chairperson's position the following year, nominating his or her co-chairperson to be the voice. It is at the chairperson's discretion who is nominated for co-chair, and the election will take place at the May/June intergroup meeting to allow for two years of planning. (*Reserving speakers can take up to a couple years in advance.*) The co-chairperson assists the chairman in the planning of the convention including forming a committee, choosing a site and preparing a budget. It is very helpful if the information from the previous conventions be retained and forwarded to the current chairperson; there is also a convention planning guide available.



## Intergroup Picnic Committee

### Description

Every June, for the sake of fun, food, friends and fellowship, the Intergroup holds its annual picnic. It has been past practice that the picnic be hosted by one group and co-hosted by another group. Groups volunteering to host or co-host this event shall do so at an intergroup meeting for intergroup approval. It is helpful if the information from the previous picnics be retained and forwarded onto the host group. The group who co-hosts this event will be the host group the following year.



## Social Media Committee

### Description

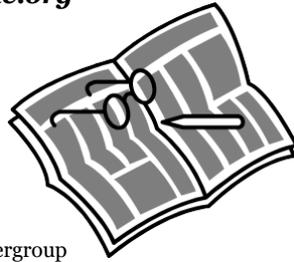
The Social Media Committee oversees the Fort Wayne Area Intergroup Website, Newsletter, Social Media, Email Database and Communications.

The Social Media committee has the responsibility to produce and distribute the Intergroup's newsletter. As the "Voice of the Fort Wayne Area Intergroup," the Newsletter features articles on the 12 Step and Traditions, group histories, member anniversaries, jokes, cartoons, and upcoming events submitted from local A.A. members and various other sources, provided they relate to A.A. experience and reflect an awareness of A.A.'s singleness of purpose.

It is suggested that the chairperson/editor be well versed in the Traditions and Concepts of Alcoholics Anonymous. The length of term is two years.

Some of the general duties of the chairperson are to:

- *Oversee operation, content selection, editing and publishing of all communications on the website, newsletter, and social media.*
- *Ensures that the Fort Wayne Area Intergroup website is kept current and conforms to AA principles.*
- *Keep Intergroup updated with the activities of this committee by giving a report at each Intergroup meeting.*
- *Keep track of all expenses and report them to the Intergroup treasurer, to include drafting a committee budget for the following year.*
- *Schedule and lead all committee meetings and assign pertinent tasks to other committee members, as necessary.*
- *Encourage group participation by soliciting A.A. related articles, jokes, anniversary dates, etc. from members.*
- *Inform newly elected chairperson fully, before they begin and pass on all pertinent material.*
- *Maintain adherence to AA Guidelines for Central or Intergroup Offices and information about newsletters. The alternative chairperson assists the chairman, serves as substitute when the chairman is unable to fulfill a responsibility, and helps to review newsletter content for adherence to AA Traditions.*



## Chairperson

### Description

The Intergroup chairperson is responsible to ensure the smooth running of all meetings, with coordinating activities between the other committee officers and the chairpersons of the various standing committees and is also a member of the steering committee. The length of term is two years. It is helpful, but not necessary, for the chairperson to have prior AA service experience prior to their election. Some of the general duties of the chairperson are to:



- *Prepare the agendas for and preside over all Intergroup and steering committee meetings, assuring compliance with AA Steps, Traditions, Concepts and Intergroup bylaws.*
- *Keep in contact with all committee chairpersons.*
- *Announce upcoming nominations for election.*
- *Inform the webmaster of all events planned for the upcoming calendar year for publication on the website.*
- *Welcome new Intergroup Representatives, presenting them with a new Intergroup representative packet.*
- *Keep track of all expenses and report them to the Intergroup treasurer, including committee budgets for the following year.*
- *Encourage group participation at Intergroup.*
- *Inform newly elected chairperson fully before they begin and pass on all pertinent material.*

The co-chairperson will assume the responsibilities of chairperson in the event the chairperson is absent.

## Secretary

### Description

The Intergroup secretary is responsible for recording and distributing the minutes for all meetings, making sure that all members are notified of meeting dates, for filling in as chairperson for any meetings the elected chairperson and alternate chairperson are unable to attend and is also a member of the steering committee. The secretary is also in a good position to act as a liaison between the Intergroup officers and the various committees. The length of term is two years. Some of the general duties of the secretary are to:



- Attend all Intergroup and steering committee meetings to prepare minutes and submit them in writing for additions, corrections, and approval at subsequent meetings.
- E-mail meeting minutes to those with updated e-mail address.
- Keep an up to date attendance sheet for the Intergroup meetings.
- Keep track of all expenses and report them to the Intergroup treasurer.
- Encourage group participation at Intergroup.
- Inform newly elected secretary fully before they begin and pass on all pertinent material.

## Public Information/Cooperation With The Professional Community Committee

### Description

The PI/CPC committee is dually tasked not only with informing the public at large through various means (e.g. telephone books, schools, newspapers and magazines, radio, television and the internet) on how to contact A.A., but also cooperating (*not affiliating*) with educators, physicians, clergy, court officials and others who come



into contact with potential alcoholics on a regular basis. This committee will also have oversight authority for Intergroup's Web page, www.aaftwayne.org. The length of term is two years. Some of the general duties of the chairperson are to:



- Become familiar with AA's Public Information/C.P.C. workbooks and AA's Guidelines on Public Information and C.P.C (MG-05, MG-07 & MG-11 ), all available from G.S.O.
- Coordinate with all Public and Professional entities when requested, to include providing literature and arranging meetings.
- Keep Intergroup updated with the activities of this committee by giving a report at each Intergroup meeting.
- Hold committee meetings regularly so information passing to and from committee members stays current.
- Keep track of all expenses and report them to the Intergroup treasurer, to include drafting a committee budget for the following year.
- Encourage group participation on the committee and at Intergroup.
- Inform newly elected chairperson fully before they begin and pass on all pertinent material.

The Intergroup's webmaster will be responsible for website setup and maintenance, but will coordinate the Intergroup's message with both the Intergroup and P.I./C.P.C. chairpersons.

## Corrections/Treatment Facilities Committee

### Description

The Corrections/Treatment Facilities Committee is responsible for carrying the A.A. message into the jails, prisons, hospitals and treatment facilities in and around the Fort Wayne area. The members of this committee are tasked with a very important responsibility: carrying the message to those who need it most, and helping alcoholic inmates and treatment facility patients to recover and prepare for sober, fulfilling lives after their release.



The chairperson will oversee the services that Intergroup provides to all correctional facilities, treatment facilities, halfway houses and rehabilitation centers. The length of term is two years. Some of the general duties of the chairperson are to:

- Become familiar with AA's correctional/ Treatment facilities workbooks and the A.A. Guidelines on Corrections Committees and Treatment facilities (MG-06 & MG-14), all available from G.S.O.
- Coordinate with all correctional and treatment facilities when requested, to include providing literature and arranging meetings.
- Keep Intergroup updated with the activities of this committee by giving a report at each Intergroup meeting.
- Hold committee meetings regularly so information passing to and from committee members stays current.
- Keep track of all expenses and report them to the Intergroup treasurer, to include drafting a committee budget for the following year.
- Encourage group participation on the committee and at Intergroup.
- Inform newly elected chairperson fully before they begin and pass on all pertinent material.

## Treasurer

### Description

The Intergroup treasurer keeps an accounting of all incoming and outgoing funds, reports regularly to the Intergroup its financial standing and is also a member of the steering committee. The length of term is two years. It is helpful, but not required, for the treasurer to have prior treasury experience. Some of the general duties of the treasurer are to:



- Keep accurate records of all Intergroup/central office funds, working closely with the central office manager.
- Attend all Intergroup and steering committee meetings.
- Provide a monthly financial statement at Intergroup meetings.
- Sign all checks.
- Reimburse receipts from Intergroup officers and chairpersons.
- Prepare over-all budget for yearly Intergroup operations.
- Encourage group participation at Intergroup.
- Inform newly elected treasurer fully before they begin and pass on all pertinent material.

## Steering Committee

### Description

The Steering committee shall have final responsibility and oversight for the following functions of the corporation: financial, budgeting, central office (e.g. literature and telephone answering service), internet operations, and special committee oversight.



Intergroup bylaws state that this committee shall consist of seven (7) members of A.A., to include the chairperson, secretary, & treasurer of Intergroup and (4) four members of A.A. at large elected by the voting body of Intergroup. Two steering committee members will be elected in even years and two elected in odd years, each to serve for a period of two years. Some of the duties of the steering committee are to:

- *Attend steering committee meetings when called by the chairman. It is helpful if, and suggested that, steering committee members also attend all Intergroup meetings.*
- *Discuss, research and resolve issues that affect the Intergroup committee's (groups) ability to fulfill its primary purpose: to carry the message of AA to the still suffering alcoholic.*
- *Set the operating hours of the central office in coordination with the central office manager and the Intergroup at large.*
- *Work together and encourage participation in all levels of service.*
- *Encourage steering committee membership.*

In keeping with Tradition two and Concept five, the steering committee will honor both the role of group conscience and the -Right of Appeal to ensure the minority opinion will be heard and duly considered.

## Central Office Manager

### Description

The central office manager is one of the most visible AA members to the public at large, as well as to fellow members, and oversees the daily operation of the central office. The manager sees to it that the central office will:



- *Provide information concerning meetings, special events, requirement for AA membership, and other assistance to facilitate understanding of AA's primary purpose, and also maintain an adequate inventory of A.A., Al-Anon, and Alateen literature and group service items.*
- *Utilize AA volunteers to arrange part-time office help, twelfth step calls, the after-hours cell phone, fill requests for speakers at non-AA functions and other assistance consistent with AA's primary purpose.*
- *Refer all questions of Intergroup or central office policy to the steering committee chairperson or their designated representative.*
- *Maintain files showing addresses of groups, names and phone numbers of group secretaries, representatives, etc., and the same information regarding committees for the sole purpose of communication.*
- *Keep books and records showing income and disbursements, working closely with the intergroup treasurer, and keep Intergroup informed of office activities at each Intergroup meeting*

In keeping with Tradition Eight, it should be clear that the central office manager functions as a paid employee of the central office—not as an AA member—during duty hours and is hired largely on the basis of professional skill. Regarding compensation for paid workers, Bill W. wrote in -Twelve Concepts for World Service as follows: -We believe that each paid executive, staff member, or consultant should be recompensed in reasonable relation to the value of his or her similar services or abilities in the commercial world.