

Service Office. It is difficult for the Steering Committee to keep the office running smoothly when the money comes in sporadically. Peaks and valleys in contribution totals work against efficiency in carrying the message. Keep members aware, on every level, that AA is self-supporting through our own contributions.

Keep Your Group Up-To-Date

Make sure the details of your group's meetings, (days, times, locations, etc.) are accurate and correct at the office at all times. Each group should update at least once each year. Experience has shown that January is the best month for this annual up-date. Be sure to notify the office of changes in the names, addresses and phone numbers of your group officers. The office mails you much information regularly about AA events. Don't let these materials lie around unopened.

Encourage members of your group to become avid readers of our newsletter. Periodically provide the office with news of your group and any other articles of interest to all AAs in Nassau for publication in our monthly newsletter. Stimulate individuals in your group to write about their experiences with the AA program for publication in the newsletter.

Ask Questions

Sometimes the pressures of time and our zeal to get things done expeditiously cause us to move through things too quickly. If you don't get answers to things your group members want to know about, it is your privilege to ask questions and be heard. Problems in a group, as they pertain to AA as a whole, are your concern also. You can help to see that over-all policy (ie. the 12 Traditions & the 12 Concepts) is adhered to in your group. You can be a solver of problems, small or large. For example, acquaint yourself with the Public Information GuideLines. If a writer or a student wanting questionnaires answered for a school research paper comes to your group's meeting, you will know how to handle the matter pleasantly.

Alcoholics Anonymous is now making the greatest strides in its history in membership growth, service to the community and the respect of professionals and the public.

Each and every group representative has a vital role to play in this process.

Steering Committee

Elected Officers

Chairperson

1st Vice Chair

2nd Vice Chair

Recording Secretary

Treasurer

Standing Committees

Archives

Cooperation w/Professional Community (CPC)

Corrections

Financial Review

Institutions (H&I)

Literature

Meeting List

NewsLetter

Night Book

Office Coordinator

Public Information (PI)

Secretary/Program Chair List

Share-A-Day

Speakers Exchange Meeting

Special Needs

Web Site

12 Step Lists

Member-At-Large

Member-At-Large: Mailer

Zone Coordinators (8)

Various Ad Hoc Committees

Approved by Nassau InterGroup.

Adapted with appreciation from the Salt River InterGroup, Phoenix, AZ, and the

Los Angeles, CA, Central Office.

Being A Trusted Servant in Nassau InterGroup



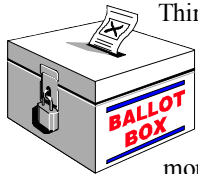
24 HOUR HotLine:
(516) 292-3040

BUSINESS:
(516) 292-3045
Daily: 9:00 AM - 5:00 PM
361 HEMPSTEAD TPK
WEST HEMPSTEAD, NY 11552-1342

World Wide Web Address:
<http://www.nassauny-aa.org>
eMail Address:
intergroup@nassauny-aa.org

The Role of an InterGroup Representative

Serving as an InterGroup Representative offers you a rewarding opportunity to share in Alcoholics Anonymous' Third Legacy - Service.



Here's how it works. The InterGroup Representative is elected by his or her group. (Meetings, by definition, do not have group reps). They then attend the monthly InterGroup representatives' meeting.

To this meeting they bring any suggestions, comments, or opinions their group may have. The InterGroup representative or alternate casts their group's vote on all matters requiring a group conscience.

The purpose of the InterGroup rep is to be a link in the chain connecting the individual member of an AA group to those who are elected to maintain the operation of Nassau InterGroup. This allows Nassau InterGroup to better serve its members - which is the reason for its existence as provided for in the 9th Tradition which says, "AA, as such ought never be organized; but we may create service boards or committees directly responsible to those they serve."

Once each month, representatives and alternates participate in the InterGroup business meeting. This business meeting is also attended by the officers and committee chairpersons, and is like a stockholders' meeting. Each group representative attending has one vote.

Attendance at InterGroup meetings is highly important since every group registered with Nassau InterGroup has a voice in reviewing the activities of all the committees and approving all actions taken.

Each individual group determines the qualifications and period of service for its InterGroup representative. However, experience has shown that Alcoholics Anonymous is best served when the rep has at least one year of continuous sobriety and serves for a term of two years. Experience also shows that these elected group representatives can function best when they are all elected in November to take office in January. This allows for the incoming group rep to attend the December meeting in the company of the outgoing rep and become better oriented and more knowledgeable regarding the InterGroup business meeting and the duties of a group representative.

There are a number of things you can do to become a better trusted servant of your group and of AA as a whole.

Visit the Office

Drop in. Introduce yourself. Have a cup of coffee. Chat with the volunteers. Listen to the calls that come in and how the volunteers handle them. Watch the people who come through the front door. Note the variety and number of requests. This is the "heart line," the point of new beginnings and directions, that first contact for newcomers, the information center for people in the fellowship. This is the place.

Attend InterGroup Regularly

These monthly business meetings are open to any member. You can better serve the members of your group and fellow reps by being an observer at as many meetings as possible. Even if you have no vote, you have a right to voice your opinion.

Inform Your Group Members

Arrange with the group secretary for a few minutes at each meeting to keep members informed about what is happening within AA as a whole, across the county, throughout SENY and all over the state. Make your reports interesting commentaries.

Encourage Attendance

If the InterGroup meetings are to be effective, they should be well attended. You can help make this possible by suggesting ideas which can make InterGroup reps from throughout your area eager to attend. Just listening to committee reports, making motions and casting votes doesn't keep up a high level of interest and motivation. For instance, members of the steering committee and committee chair people can be invited to your group to explain various functions in carrying the AA message.

Know the ByLaws

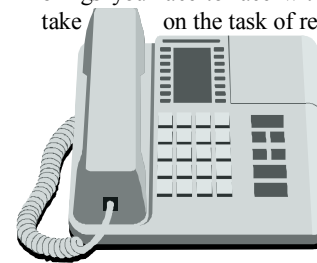
Through the InterGroup office those groups with an active representative are involved in keeping the AA program healthy and active. Operations continue under a set of guidelines. By your study of these bylaws, you can help to keep all methods up-to-date. Remember that AA is in its greatest growth period ever; some procedures may need changing.

Know the AA Literature

You will be better able to serve your group, to answer questions, and to make recommendations if you are familiar with the contents of most, if not all, of the pamphlets now available. In other words, do your "homework" on AA.

Sign Up Volunteers

Since your responsibility as an InterGroup representative brings you face-to-face with AA's overall activities, you can take on the task of recruiting members of your group to assist in our mission of "carrying the message." Activities that we utilize to "pass it on" include: going out on Twelve Step calls, answering the "HotLine", serving as a "NightBook" telephone volunteer, representing AA as a speaker in schools or at other non-AA meetings, or serving on committees for any of InterGroup's events. All of these ventures require much assistance. Most members only need to be reminded that there is always a need for volunteers on such committees as Public Information (PI) and Cooperation With the Professional Community (CPC).



Help Keep AA Effective & Self-Supporting

One of the most important ways an InterGroup representative can serve is to encourage his/her group to be consistent in making contributions to the operation of Nassau InterGroup, as well as the area (SENY) and the General