



The following are the duties of Chairperson, Recording Secretary, and Corresponding Secretary as outlined in our Greater Detroit Intergroup Bylaws:

Section 9 - Duties of Officers

A. Chairperson

1. Shall act as guardian of the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service.
2. Shall conduct all regular or special meetings of Intergroup, establish meeting agenda, and have copies of agenda available.
3. Shall call emergency and special meetings of the Officers and Intergroup as necessary.
4. Shall serve as ex-officio member of all standing committees.
5. Shall act as Regional Rep and WSO delegate-at-large.
6. Shall, at the beginning of the term, appoint chairpersons for all standing committees; these appointments are subject to approval of the Intergroup.
7. Shall appoint, upon a vacancy, a replacement committee chairperson, upon approval of the Intergroup.
8. Shall sign on all accounts and be authorized to co-sign checks.
9. Shall be the contact person for WSO information.
10. With the Treasurer, shall negotiate the office lease or appoint a representative.
11. Shall serve as active member of Bylaws Committee.
12. Shall ensure that the general account of the Intergroup be audited annually (refer to Webster: audit (vt): to examine with intent to verify).

D. Recording Secretary

1. Shall attend monthly Intergroup meetings.
2. Shall record the minutes of the Intergroup meetings.
3. Shall maintain at the office, files of Intergroup minutes, reports, and attendance sheets.
4. Shall be responsible for copying the approved meeting minutes and have copies available in the OA office within 10 days for distribution.
5. Shall serve as an active member of the Region Rep/Delegate Committee.
6. Shall provide attendance sheets at Intergroup meetings.
7. Shall be responsible for mailing Intergroup minutes and/or information to individual group secretaries, representatives, and Intergroup Officers.

E. Corresponding Secretary

1. Shall attend monthly Intergroup meetings.
2. Shall read WSO correspondence at Intergroup meetings.
3. Shall have responsibility for annual "individual group registration with GDI", to send out form requesting current information and compile information when received.
4. Shall write any letters required or requested by the Intergroup and/or Chair.
5. Shall maintain current list of Officers, Committee Chairs, group representatives/alternates (IR), and secretaries of OA groups registered with GDI.
6. Shall keep WSO informed of all changes of group information.
7. Shall maintain WSO information forms as requested or necessary.
8. Shall be responsible for distribution of updated meeting lists to group secretaries, Intergroup Officers, Info/Helpline Chair, Region V, and toll free Helpline.
9. Shall serve as an active member of the Office Committee.
10. Shall sign on all accounts and be authorized to co-sign checks.