



*I am responsible...*

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



## Vice Chair Policies & Procedures

### Requirements:

- Five years sobriety
- 1 year Intergroup experience
- Two-year term, beginning January 1st of odd years.
- Preferable to have PCI Steering Committee and Officer experience
- Knowledge of AA Service Manual
- Knowledge of procedure for chairing meetings
- Knowledge of Pinellas County Intergroup corporate entity
- Knowledge of Pinellas County Intergroup Bylaws and Book of Motions

### Duties:

Per the Pinellas County Intergroup Bylaws:

The Vice Chairperson shall assist the Chairperson in the discharge of duties and be a signer on the checking account.

The Vice Chairperson shall familiarize himself or herself with the affairs of Intergroup and in the event of temporary disability or absence of the Chairperson, the Vice Chairperson shall have all the powers and perform all the duties of the Chairperson. In the case of permanent vacancy in the office of Chairperson, the Vice Chairperson shall assume the responsibilities of the Chairperson until the completion of an interim election.

Furthermore, as a member of the Steering Committee and per the Bylaws, the Vice

**Chairperson shall also:**

1. Be part of an advisory committee, collecting information as needed and communicating among Central Office, Standing Committees and Intergroup as a whole;
2. Oversee all financial matters;
3. Be responsible for maintaining employment of Central Office, including hiring and firing.

The Vice Chairperson of Pinellas County Intergroup is responsible for helping the Chairman as needed and performing any duties of the Chairman in his/her absence. By doing so, s/he will gain the experience necessary to move into the Chairperson position if so elected.