



PINELLAS COUNTY INTERGROUP, INC.

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Largo, FL 33778

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INTERGROUP SECRETARY

Requirements:

- 5 years sobriety
- 1 year Intergroup membership
- Computer experience, including a working knowledge of Windows & Word

Duties:

- Creates Agendas for Intergroup (IG) & Steering Committee (SC) Meetings
- Coordinates the SC Meeting
- ☑ Sends out Reminder to all SC Members to submit Reports one week before next scheduled SC meeting
- ☑ Compiles all Reports into SC Meeting Template & distributes to all standing SC Members before next scheduled SC Meeting
- Attends & accurately records minutes during IG & SC Meetings
- Updates the Book of Motions with any new Motions proposed during IG & SC Meetings
- Submits to IG Web Chair all documents that need to be posted to website.