

**LOVE AND SERVICE GROUP'S
QUALIFICATIONS AND RESPONSIBILITIES FOR:
ALT INTERGROUP REP**

Elections for this position are held at the September business meeting.

- Thank you for accepting this one year and one month commitment, from the day you accepted the position through the first meeting in October. If possible, you will shadow your predecessor, and train your successor when you leave the position.
- If you are filling in for a vacated position, the Commitment Chair will find someone who has done the position before to train you. You are still eligible to make yourself available for one full term of that position. We discourage making yourself available for any position that you have previously served a full term.
- It is suggested that you attend the monthly business meeting on the 2nd Sunday and become familiar with the Love and Service Group's History and Objectives.

If you are unable to fulfill your commitment at any meeting, please find someone from our group to cover for you (preferably *someone who has done the job before*) **AND** let the Commitment Coordinator know. Or, if you need to discontinue your commitment altogether, please contact the Commitment Coordinator.

The suggested **qualifications** and sobriety for this position are:

1. 1 year of sobriety.
2. Suggested home group member.
3. Access to computer and printer.
4. Basic knowledge of Microsoft Word or Google Docs.

Your responsibilities are to work with current IGR rep to ensure the following:

RESPONSIBILITIES:

1. **Represent the Love & Service Group as our Intergroup Representative (IGR) when the Intergroup Representative is not available.**

The IGR is our home group's voice for making sure that Intergroup and our Central Office continue to function and to carry out our primary purpose.

2. **Attend the IGR Orientation.**

Held every 4th Tuesday of the month at 7:00 pm at the Service Center – 185 Mayhew Way, Pleasant Hill

3. **Attend the monthly Intergroup Meeting if the IGR cannot attend.**

- Held every 4th Tuesday of the month at 7:30 pm in the Meeting Space – 193 Mayhew Way, Pleasant Hill. (right across from the Service Center)

4. **Volunteer our Group for Service at Intergroup Events.**

- **Monetary Gifts** : Up to \$50, no approval req.
- **Cooking Commitments** : Requires prior approval from the Group.
- **All Groups Hosting** : No approval req. Announce at the Business Mtg and Group's weekly meetings to encourage attendance and volunteers to help.
- **Gift Baskets** : Ask the Group for volunteers to create the basket or donate items for it. Otherwise, create the basket yourself and request approval from the Group for any additional funds needed, exceeding \$50.

5. Publicize L&S Group Events at Intergroup.

- Take flyers of our Group's activities to Intergroup and distribute them.
- Announce any special events we have coming up at the monthly IG meeting.
- Give an electronic copy of event flyers to the Communicate Chair to be added to the monthly Communicue.

6. Inform Group of Intergroup Events & Service Opportunities.

- Prior to the start of each month, create the *Intergroup Communicue Highlights*. A one-page recap of service opportunities, Intergroup activities and local Group events that are in the Communicue.
- Print copies to put at the literature counter. (approx. 10)
- Share electronic version of *Intergroup Communicue Highlights* with Communications Chair to be included in the Love & Service monthly newsletter. Check with the Communications Chair on the submission deadline.

INTERGROUP COMMUNIQUE HIGHLIGHTS	
JULY 2024	
JULY FUN & FELLOWSHIP	MONTHLY EVENTS
02 CONTRA COSTA DELICIOUS POTLUCK <i>planned</i> open (Potluck) - 11:00am (Delicious Report) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) 04 BIRTH OF JULY BINGO open (Potluck, BINGO, Music, Games, Trivia) (Dr. per plate) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) 14 PLEASANT HILL RESOURCES 11am-12pm (Followed by Fellowship at Mackleberry's) Online Trial to Backstage Loop 14 CONTRA COSTA DELICIOUS POTLUCK & DELICIOUS (Dr. Summer Picnic) 11am-1pm (Potluck, BINGO, Games, Fun & Fellowship) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) 20 PLEASANT HILL RESOURCES 11am-12pm (Followed by Fellowship at Mackleberry's) Online Trial to Backstage Loop 20 BIRTH OF JULY BINGO open (Potluck, BINGO, Music, Games, Trivia) (Dr. per plate) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) 25 THE NO MATTER WHAT GROUP'S 15th ANNIVERSARY Free (Singer/Dancer, Dancer, DJ, Speaker) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) 28 BIRTH OF JULY BINGO open (Potluck, BINGO, Music, Games, Trivia) (Dr. per plate) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues)	DANIELS - DUNDAS SPEAKER MEETING open (1st Saturday of the Month) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) ALL GROUPS SPEAKER MEETING - Pleasant Hill Group open (1st Saturday of the Month) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) SATURDAY NIGHT LIVE open (1st Saturday of the Month) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) EAST COUNTY SPEAKER MEETING open (1st Saturday of the Month) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) EL SOMBRERO FELLOWSHIP BIRTHDAY NIGHT open (1st Saturday of the Month) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) GET SOME VIBES: BIRTHDAY MEETING open (1st Saturday of the Month) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) CALLS FOR SERVICE CONTRA COSTA INTERGROUP COMMUNITY VOLUNTEERS Contact: Jane 7 - 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) EAST BAY INTERGROUP PLANNING MTG (1st ANNUAL WOMEN'S SYMPOSIUM) Contact: Jane 7 - 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) EL SOMBRERO FELLOWSHIP BIRTHDAY MEETING open (1st Saturday of the Month) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues) EL SOMBRERO FELLOWSHIP BIRTHDAY MEETING open (1st Saturday of the Month) 1000 10th St. Suite 100 BX 900 720 1000 (Pw. Issues)

Have any questions, need more info, or want to list an event or service position? Contact Cyn S. 917.717.8477

7. Announce Intergroup Events & Service Opportunities.

- **Sunday Mtgs** : Coordinate with the Sunday night Secretary as to when announcements for IGR will be made. Best practice has been to make announcements on the first Sunday of the month.
- **Thursday Mtgs**: Announce Intergroup activities and service opportunities at every mtg, if possible. Suggest making announcements at least every other Thursday.
- Remind everyone they can grab an *Intergroup Communicue Highlights* print out at the literature counter.

8. Report to the Group's Monthly Business Meeting.

- If there is anything to report or have a request for assistance, inform the Business Meeting Chair that you will have a commitment report at the next meeting, so they can add it to the agenda.

- Report back on any topic discussed, issues raised, etc. that you deem important to share with the Group.
 - No need to announce events or service opportunities here. Make those announcements to the larger group.
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BACKGROUND INFORMATION:

What is Intergroup?

Intergroup is an A.A. service entity that involves partnership among the groups within its community. Intergroup exists to support the A.A. groups in their common purpose of carrying the message to the still suffering alcoholic. Our Intergroup has been the local A.A. service provider and a resource for 12th Step work and A.A. information in Contra Costa County since 1966.

What does Contra Costa Intergroup do?

Contra Costa Intergroup provides and coordinates services that the individual A.A. groups cannot provide on their own. These services include:

9. 24/7 hotline and 12th Step calls for those who request them
10. Publishing up-to-date A.A. meeting schedules — both online and in print
11. Managing ContraCostaAA.org that includes resources for groups, individuals and the general public
12. Operating the Service Center which stocks A.A. conference-approved literature and service material, Grapevine publications, and locally produced literature
13. Publishing the monthly newsletter – The Communique
14. Acting as an information exchange for A.A. announcements, events and service opportunities
15. Coordinating the monthly All Groups Speaker Meeting and birthday celebration, quarterly Workshops and Annual Special Events – Traditions Breakfast, Golf Scramble, Summer Picnic, Service Center Anniversary Celebration, and New Year's Eve
16. Responding to inquiries and providing information about A.A. to members, the general public, the professional community, media and outside agencies
17. Cooperating with other A.A. service entities including General Service, Hospitals & Institutions, Bridging the Gap, Northern California Coastal, and all areas of Service for our common good.
18. Providing a welcoming and safe place for all alcoholics to come for help - and to be with others.