

TLG Service Position Description

Intergroup Representative (IGR)

Represent your Home Group on all things Central Oregon Intergroup

Qualifications:

- 1 year sobriety / 2 year term
- Active TLG Member. “*You can’t Represent a group that’s not yours*”.
- Been through the 12 Steps and the 12 Traditions with a sponsor.
- Be willing to be “*an active guardian of the 12 Traditions*”.

Responsibilities:

- Attend monthly business meetings and provide a report.
- Attend monthly IGR meetings representing your group.
- Deliver to intergroup meetings, a written report from the group and Three Legacies group conscience on matters requiring feedback or voting.
- Contact the Three Legacies Group Secretary with any new business from IGR meetings for inclusion in the TLG business meeting agenda.
- If you are unable to attend a monthly IGR meeting or business meeting be sure to prepare your Alternate IGR to report in your place.
- Keep the members of the group up to date on Intergroup happenings and upcoming events by either making announcements, printing out fliers and posting on the clipboard and bulletin board, forwarding the minutes to the members, or all three. (*You may ask your Alt to help with this task*)
- Represent your group on COIG service committees such as entertainment and/or potluck committee, hotline, offer to help with the website or schedules, write something for the newsletter... as well as joining any intergroup related ad hoc committees.
- Sign our group up for hosting events such as hosting marathon meetings at Alcathons, and along with your Alternate take care of the organizing and hosting of these events.
- Provide the group with up to date COIG meeting directories.
- Provide COIG meeting directory chair with any updated TLG meeting changes.
- Get to know the [COIG Bylaws](#)

- Help to train and prepare your Alternate by inviting them to come with you to the IGR meetings, and to join COIG service committees and encourage them to make themselves available to stand for IRG at the next rotation.