

# ***CENTRAL COAST CENTRAL OFFICE INTERGROUP***

## **CHAIRPERSON**

### **QUALIFICATIONS**

1. The Chairperson of the Board of Directors of Intergroup shall have a minimum of 4 years continuous sobriety, at least one year of previous service on the Board.
2. The Chairperson shall be elected by the Board of Directors to serve a one-year term, renewable for one additional term.
3. The Chairperson shall maintain an overview of the purpose of the CCCOI and its objectives during their term of office, providing direction and guidance at Board and Intergroup meetings.

### **TIME ESTIMATE**

No specific work hours are required but it is estimated the Chairperson will spend up to 8 hours per month on Board and Intergroup business. Attendance at Board and Intergroup meetings is 1 hour each. Additional time may be required to communicate with board members regarding activities of the Central Office.

### **DUTIES**

The Chairperson shall perform their duties in the best interest of the Central Office, keeping in mind the overall purpose and guidelines of Alcoholics Anonymous.

Specific duties include:

1. Prepare agendas for the Board and Intergroup meetings.
2. Convene and preside over the monthly Board and Intergroup meetings.
3. Select Board members to serve on and convene such special committees.
4. Prepare and present the Annual Report at December Intergroup meeting.
5. Serve as an advisor to the Board after term ends to provide continuity.