

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

## **VICE CHAIR**

### **QUALIFICATIONS**

1. The Vice Chair shall have a minimum of two years continuous sobriety.
2. The Vice Chair shall be appointed by the Board of Directors to serve a one-year term, renewable for one additional term.
3. The Vice Chair shall assist the Chairperson in their duties, performing them when the Chairperson is absent and represent the Intergroup at District 22 monthly meetings.

### **TIME ESTIMATE**

No specific work hours are required but it is estimated that the Vice Chair will spend up to 6 hours per month on Board and Intergroup business. Attendance at Board, Intergroup and District Meetings is 3 hours.

### **DUTIES**

The Vice Chair 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 the following:

1. Attend monthly Board meetings, Intergroup meetings, and District 22 meetings.
2. In the Chairperson's absence, convene the monthly meetings of the Board and Intergroup, including production and distribution of meeting agendas.
3. Assist the District 22 District Committee Member in organizing. District workshops.