



How to Be a Great Intergroup Rep

AA Service at the Local Level

**Boulder County
Intergroup**

24 Hour AA Hotline: (303) 447-8201
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The Role of an Intergroup Representative

Serving as an Intergroup Representative (IGR) offers you a rewarding opportunity to share in Alcoholics Anonymous' Third Legacy - Service.

Here's how it works. You are elected IGR by your group. You then attend the monthly Intergroup Business Meeting. This meeting is also attended by the Intergroup officers and committee chairpersons, and is like a stockholders' meeting. Each group represented has one vote. (i.e. one group, one vote, if there are multiple persons from the same group).

To this meeting, you bring any suggestions, comments, or opinions your group may have. IGRs (or alternate IGRs) cast their groups' votes on all matters requiring a group conscience and represent their home groups in all matters concerning Boulder County Intergroup. As IGR, you are the point of contact for Boulder County Intergroup should it wish to communicate in any way with your home group and you are the conduit for any information, concerns, ideas, etc. that your home group may want sent to Boulder County Intergroup.

You are also the link in the chain connecting the AA group to those who are elected to maintain the operation of Boulder County Intergroup. This allows the Intergroup to better serve its members, which is the reason for its existence, as described in the 9th Tradition, which says, "AA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve."

Each individual group determines the qualifications and period of service for its IGR. Experience shows that the newly elected IGRs can function best when they can attend their first meeting in the company of the outgoing IGR, and become better oriented and more knowledgeable regarding the Intergroup business meeting and the duties of a group representative.

THERE ARE A NUMBER OF THINGS YOU CAN DO TO BECOME A BETTER TRUSTED SERVANT OF YOUR GROUP AND AA AS A WHOLE.

Attend Intergroup Regularly

Monthly business meetings are open to any member. You can better serve the members of your group and fellow IGRs by being at as many meetings as possible.

Attendance at Intergroup meetings is essential in carrying the conscience of your group to the Intergroup, since every group that participates at Boulder County Intergroup has a voice and a vote in reviewing the activities of all the committees and approving all actions taken. Visiting AA members have no vote, but they have a right to voice their opinion.

If the meetings are to be effective, they need to be well attended. You can help make this possible by suggesting ideas which might make other IGRs eager to attend. Listening to committee reports, making motions and casting votes is important, but doesn't always encourage a high level of interest and motivation. You may also want to invite members of the Board and Committee Chairpersons to your group to explain various functions in carrying the AA message.

Visit the Office

Drop in. Introduce yourself. Have a cup of coffee. Chat with the volunteers and the Office Manager. Listen to the calls and people who come in, and how the office interacts with them. This is often the point of new beginnings - that first contact for newcomers and the information center for the people in the fellowship.

Provide Your Contact Information

Make sure that the Intergroup Secretary has your current email address, so that you can receive agendas, reports, and other information prior to the meeting, and any important updates between meetings. If you don't have access to email, please let the Secretary know the best way to reach you.

Inform Your Group Members

Make your reports interesting commentaries. Here is some important information to share:

- **Finances:** Become familiar with the finances of the Intergroup. Keep members informed of the monthly balance sheet. Explain how the money is used to support the various activities of the office and the Committees.
- **Our Newsletter:** Encourage members of your group to become avid readers of our newsletter, *The Message*. Provide the office with news of your group and any other articles of interest to all AAs in Boulder County, and stimulate individuals in your group to write about their experience with the AA program for possible publication.
- **Boulder County Events:** Announce and encourage members to participate in Boulder County Events and Committees. Intergroup holds a sober New Year's Eve party, and a Central Office workshop each year. Members are also invited to get involved with one of our Service Committees to help carry the message of AA. Announce upcoming activities and opportunities for service at every group meeting
- **At the Monthly Intergroup Meeting:** An agenda for the meeting will be emailed to you a day or two before the meeting, along with copies of the Treasurer's report, the Office Manager's report, and other pertinent documents. Please print copies of these documents, or download them on your mobile device, so you will be able to refer to them at the meeting. (We don't have access to wi-fi at our meeting location.) The meeting will make more sense to you, and business items will be easier to explain to your group, if you have the agenda and other documents available at the meeting.
- **Read the Treasurer's Report and the minutes of the previous month's meeting.** Be prepared to ask any questions or make corrections prior to approval of the minutes. If you need more time, please ask the Chairperson to wait until you are ready. Please share the Treasurer's Report and the minutes with your group.
- **Take notes to inform your group of any pending action they need to consider and bring your group conscience back to the next meeting.**
- **Announce any of your group's upcoming activities or other AA activities in the area.**

Sign Up Volunteers

Since your responsibility as an IGR brings you face-to-face with AA's overall activities, you can take on the task of recruiting members of your group to assist in our mission of "carrying the message".

Activities that we utilize to "pass it on" include: answering the 24-hour Hot Line and 12 Step calls, being an Office Volunteer, or serving on any of the Intergroup's committees. All of these ventures need assistance. Some members only need to be reminded that there is always a need for Volunteers on these committees. Keep sign-up sheets available for your group.

Know the AA Literature

You will be better able to serve your group, to answer questions, and to make recommendations if you are familiar with the contents of most, if not all, of the pamphlets now available. In other words, do your AA "homework."

Read the Intergroup Charter and Bylaws

Our Secretary will email our Charter and Bylaws to all new IGRs. (If you don't have access to email, please let us know, and we will provide you with a paper copy.) The Intergroup Charter and Bylaws is a legal document that describes the purpose, composition, and functions of Boulder County Intergroup. Familiarizing yourself with the Charter and Bylaws will help you to understand the reasons for many of the things that we do at Intergroup.

Help Keep AA Effective & Self-Supporting

One of the most important ways an IGR can serve is to encourage your group to be consistent in making contributions to the operation of Boulder County Intergroup, as well as your District, our Area, and the General Service Office. It's difficult to keep the office running smoothly when the money comes in sporadically. Peaks and valleys in contribution totals work against efficiency in carrying the message. Keep members aware, on every level, that AA is self-supporting through our own contributions.

Your Seventh Tradition Supports

The Central Office and an Office Manager

Maintaining a 24-Hour Phone Hotline

Providing meeting directions to callers

Answering inquiries about AA

Maintaining a 12th Step Call list

Arranging Twelfth Step calls to help an alcoholic in need

Maintaining, printing and distributing meeting lists

Ordering, selling and distributing AA Conference-approved materials

Printing and distribution of flyers for AA Events

Maintaining the Intergroup Website

Hosting Special Events to promote Service and Unity

Presenting Workshops about answering AA phones and related topics to help carry the message

Creating and distributing our monthly newsletter, *The Message*

Maintaining group and volunteer lists

Arranging for Temporary Contacts for newly sober alcoholics leaving treatment facilities (“Bridging the Gap”)