

Board

The Intergroup Board of Directors (“Board”) is composed of seven directors: President, Vice President, Treasurer, Assistant Treasurer, Secretary, Member at Large, and Office Manager. The President, Vice President, Treasurer, and Secretary are the officers of the Intergroup Board. The Vice President also serves as Chairperson of the Intergroup Committee (or body).

The number and types of directors may be changed or discontinued, and/or new positions added at any time by decision of the Intergroup Committee.

As Officers and Directors of a non-profit organization, the Intergroup Board members are subject to the Colorado Revised Nonprofit Corporation Act, and have certain fiduciary duties. When you agree to serve on a board of directors, you enter into a fiduciary relationship with the nonprofit and accept certain legal duties and obligations. To learn more about these legal duties and obligations, please see this information from the Colorado Secretary of State: [Fiduciary Duties of Nonprofit Directors.pdf](#) ([Appendix K](#))

Two years of sobriety is recommended for candidates for all Board positions. Board members should also have a working knowledge of the Twelve Traditions, and some familiarity with the Twelve Concepts.

The duties and responsibilities of the Board are set forth in Article V of the Charter and Bylaws. All Board members should read and be familiar with the Charter and Bylaws ([Appendix A](#)): [Copy of 20190101-FINAL-IG-CharterByLaws.pdf](#)

All Board members should also read and be familiar with the A.A. Guideline on Central or Intergroup Offices: [MG-02 - Central or Intergroup Offices](#) ([Appendix L](#))

And it is recommended that all Board members read and be familiar with the Compliance Guide for 501(c)(3) Public Charities: [Publication 4221-PC \(Rev. 3-2018\)](#) ([Appendix H](#))

Terms Of Service, Rotation, and Succession

The Intergroup Chairperson will be elected for a two (2) year term of service:

- The first year to serve as Chairperson of the Intergroup Committee and Vice-President of the Board;
- The second year to serve as President of the Board and of the Intergroup Committee.

The Intergroup Assistant Treasurer will be elected for a two (2) year term of service:

- The first year to serve as Assistant Treasurer of the Board and of the Intergroup Committee;
- The second year to serve as Treasurer of the Board and of the Intergroup Committee.

The Secretary of the Intergroup Committee will be elected annually for a one (1) year term and will also be an officer of the Board.

The At-Large Board Member will be elected annually for a one (1) year term.

Vacancies: If a vacancy occurs in the Board Presidency, the vacancy shall be filled by the Chairperson, and an election shall occur to select a new Intergroup Chairperson. If a vacancy occurs in the position of Board Treasurer, the vacancy shall be filled by the Assistant Treasurer, and an election shall occur to select a new Assistant Treasurer. Interim vacancies in other Intergroup Board positions will be filled via election within sixty (60) days of the vacancy, unless otherwise determined by the Intergroup.

Please see the organizational chart, which illustrates the succession and terms of service of the Intergroup Board members and officers, and their corresponding positions at the Intergroup Committee. ([Intergroup Board Org Chart.docx](#)) ([Appendix D](#))

Board Meetings

Board meetings should focus on the business of the Intergroup.

Purpose

- To help the Chairperson set the agenda for the Intergroup Committee meeting;
- To make procedural and administrative decisions regarding the operation of the Central Office;
- To provide direction for the Central Office staff and volunteers.
- To decide which matters should be brought to the Intergroup Committee for decision, and which should be decided by the Board.
- To establish and/or amend, as necessary, Intergroup service position descriptions.

Procedure

- **Meeting Schedule:** The Intergroup Board should meet monthly, on a day and at a time to be determined by the Board. For the purpose of preparing the agenda for the Intergroup Committee Meeting, it is recommended that the Board meet on a day that falls within the week before the Intergroup Committee meeting.
- **Board Chairperson:** The Board President is responsible for chairing the Board meeting (please see duties of the President, below).
- **Participation:** Attendance at the Board meeting is mandatory for all Board members.
 - Board members may attend by phone or video conference if they are unable to attend in person;
 - A Board member who misses more than three Board meetings in a 12-month period may be asked to step down by the Board.
 - The Board may invite other AA members to attend the Board meeting as guests, for the purpose of giving special reports or acting in an advisory capacity.

- Any member of Intergroup may attend the monthly Board meeting, but in accordance with the Charter & Bylaws, discussion may be limited to Board members only. It is recommended that Intergroup members who wish to attend the Board meeting notify the Board in advance, as attendance may be limited based upon available space.
- **Special Board Meetings:** From time to time, it may become necessary for the Board to hold special meetings, in addition to the monthly Board meeting, to address urgent matters. Any member of the Board may request a special meeting by emailing all Board members and stating the reason for their request.

Officers of the Board

President

It is the responsibility of the President to focus specifically on the business aspect of the Intergroup.

Duties and Responsibilities

- Have an understanding of the basic legal duties and responsibilities of a non-profit Board.
- Confirm that the appropriate Intergroup tax returns and/or other tax documents are filed each year.
- Confirm that all required taxes are being paid.
- In January of each year:
 - Have each new Board member sign a Conflict of Interest Statement, confirming that they have read and understand the Intergroup Conflict of Interest policy [IG CONFLICT OF INTEREST POLICY.pdf](#) (Appendix M)
- Facilitate changing signers on the bank account.
- Add and delete users to the online banking account, and grant all users the appropriate permissions.
- Prepare and distribute an agenda for, and preside at the monthly Board meetings. A sample Board meeting agenda can be found here: [Copy of 2019.04.24 Board Agenda](#)
- With the Member at Large, act as liaison to Districts 24 and 34
 - Coordinate with the Member at Large to attend District meetings of Districts 24 and 34
- Be responsible for deciding which Board members and Standing Committee Chairs will have keys to the Central Office (see “Keys and Lockbox Codes” under “Central Office Administration,” above).
- Supervise the Office Manager, who reports directly to the President. For this purpose, the President should read and be familiar with the Office Manager Handbook ([7-29-20 BOULDER COUNTY CENTRAL OFFICE MANAGER HANDBOOK.pdf](#))
 - Conduct an annual review of the Office Manager, and make recommendations to the Board regarding any pay raise.
 - With the approval of the Board, be responsible, as necessary, for hiring and/or firing Office Manager(s).
 - (With the Chairperson or Member at Large) be responsible for interviewing candidates for the Office Manager position. [BCIG Office Manager Ad 2019.pdf](#) (Appendix N)
 - Receive monthly payroll reports from the accountant and forward them to the Office Manager (see “Payroll” above)

- Each year, determine whether the Intergroup members wish to hold a New Year's Eve party, and if so, appoint an ad hoc committee to organize the party.
- In the absence of the Chairperson, preside at the monthly meeting of the Intergroup Committee.
- Be the point of contact for landlords, and sign any leases or contracts necessary to conduct the business of the Intergroup.
- In November of each year, present an annual report to the Intergroup.

Upon completion of their term of service as President, the outgoing President is encouraged, but not mandated, to stand for the position of Member at Large.

Chairperson / Vice President

The Chairperson acts as a liaison between the Intergroup Committee and the Board.

Duties and Responsibilities

- Prepare an agenda for, and preside at the monthly Intergroup Committee meetings. (To view a sample Agenda, please see [Appendix W, Copy of Boulder County Intergroup Agenda Template\(1\).docx](#))
 - It is suggested that the Chairperson consult with the Board prior to setting the agenda. (Best practice is for the Chairperson to ask other Board members at the monthly Board meeting if they have agenda items.)
 - It is suggested that the Chairperson make or arrange for a brief presentation each month about a Tradition or Concept before beginning the business portion of the meeting.
 - Although there may be occasional exceptions, it is recommended that, generally, the Chairperson limit the meeting to no more than an hour and a half in length. For specific suggestions on how to do so, please see [Appendix X, SUGGESTIONS RE IG MEETING](#)
- Appoint Intergroup Standing Committee chairpersons with the approval of the Intergroup.
- In the absence of the President, preside at the Board meeting.
- Meet monthly with Standing Committee chairpersons, and coordinate Intergroup service programs (see Standing Committee descriptions, below).
- As necessary, provide Standing Committee Chairs with access to their individual committee folder on the Boulder County AA shared Google Drive. This can be accomplished by providing them with a link to the specific folder. The Chairperson may consult the Web Administrator if they need assistance with this.
- Consult with the Intergroup Committee regarding the establishment and or amendment of any Intergroup service position if the Chairperson deems that such establishment or amendment would be likely to affect the groups at large.
- If appropriate, arrange for an Intergroup inventory to be conducted
 - Suggested that Intergroup conduct an inventory once every 5-6 years
 - Suggested that the Chairperson select a facilitator and a location, and make arrangements

Secretary

Duties and Responsibilities

The Secretary will

- Circulate a sign-up list for new IGR's (at the Intergroup Meeting)
- Provide copies of the following documents to each new member as soon as possible following the new member's first Intergroup meeting
 - Charter & Bylaws: [Copy of 20190101-FINAL-IG-CharterByLaws.pdf](#) (Appendix A)
 - Boulder County Central Office flyer: [IG & Central Office Info Flyer-rev 05-2020.pdf](#) (Appendix Q)
 - How to be a Great IGR: [How-to-Be-a-Great-IGR.pdf](#) (Appendix P)
 - AA Guidelines on Intergroup or Central Offices: [MG-02 - Central or Intergroup Offices](#) (Appendix L)
- Add new IGR's to the email distribution list
- Distribute the agenda for the IG Committee meeting on the Monday before the meeting
- Attend and take minutes at the IG Committee meeting
- Attend and take minutes at the Board meeting
- Distribute the Minutes of the Board meeting (to Board members only)
- Distribute the Minutes of the Intergroup meeting to the Master Distribution List (includes those who are not current Intergroup members)

Treasurer

The responsibility of protecting the Intergroup's financial assets falls primarily to the Treasurer. In accordance with the Intergroup Charter & Bylaws, the Treasurer is responsible to arrange for the filing of all necessary tax forms, and oversee all policies and procedures so as to protect the non-profit status of Intergroup. The Treasurer's job also involves auditing the Intergroup finances, and reporting to the Intergroup Committee. It is not the Treasurer's responsibility to do the office bookkeeping, which should be the sole responsibility of the paid Office Manager. However, the Treasurer should be granted limited access to the Intergroup Quickbooks account for the purpose of reviewing the data and/or printing reports.

Duties and Responsibilities

- Work with the Central Office Manager to ensure that our accountant receives any necessary information to file our annual tax return or 990-n ePostcard; or, in the alternative to ensure that our 990-N ePostcard is filed. In order to fulfill this responsibility, the Treasurer should be familiar with the following IRS guidelines and publications:
 - Annual Electronic Filing Requirement for Small Exempt Organizations - Form 990-N (e-Postcard):
[Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N \(e-Postcard\) \(Appendix E\)](#)
 - Compliance Guide for 501(c)(3) Public Charities (particularly the sections on “What Federal Information Returns, Tax Returns, and Notices Must Be Filed?” and “What Records Should Be Kept?”):
[Publication 4221-PC \(Rev. 3-2018\) \(Appendix H\)](#)
- Be familiar with the A.A. Guideline on Finance:
[MG-15 - AA Guidelines Finance \(Appendix J\)](#)
- Review the Quickbooks accounts, bank statements, and Central Office Manager's reconciliation report for the previous month on a monthly basis, after the 15th day of each month, but before the Intergroup Board meeting.
 - Look carefully at all checks and debit card expenses.
 - Bring any concerns to the Intergroup President.
- Prepare a monthly report for the Board.
- Prepare a monthly report for the Intergroup Committee.
- Write checks, as necessary, to reimburse Intergroup officers and standing committee chairs for expenses, and for other expenses, as required.
 - The Treasurer must immediately report all checks written to the Central Office Manager (preferably by email) in order to avoid overdrawing the Intergroup checking account.
- Conduct an annual audit of the Intergroup accounts

- The Treasurer may wish to use Quickbooks to create a general journal report, or a report showing all transactions for the year for this purpose
- Prepare an annual budget, to be voted on at the November Intergroup meeting.
 - The Treasurer will use the Budget Procedures below in preparing the annual budget.

[BCIG Annual Budget Procedure.docx](#) (Appendix Q)

FOR ADDITIONAL INFORMATION, please see the recommendations of the Ad Hoc Budget and Finance Committee, July 28, 2009.

[2009 Ad Hoc Budget Committee Recommendations.pdf](#) (Appendix R)

Other Board Members

Assistant Treasurer

The Assistant Treasurer will have a voice and a vote on the Intergroup Board, but is not an officer of the Board. The Assistant Treasurer acts as an alternate to the Treasurer, and should be prepared to step into the Treasurer's position at any moment, should the Treasurer become unable to serve. For that reason, the Assistant Treasurer must learn all of the duties and responsibilities of the Treasurer's job, and assist the Treasurer, as necessary, with protecting the Intergroup's financial assets, and its status as a non-profit, tax-exempt organization; and with reporting on the Intergroup finances to the Board and the Intergroup Committee.

Member at Large

In addition to the tasks listed below, it is the responsibility of the Member at Large to serve as the Board's guardian of the Traditions and Concepts. In this way, the Member at Large serves as a counterbalance to the President, whose main focus is on the business aspects of the Intergroup.

- In the absence of the President, preside at the monthly Board meeting
- Review this Procedure Guide prior to rotating out, and bring any items that need to be amended or updated to the attention of the board.
- Hold an "Intergroup 101" orientation 2-3 times each year for new IGR's. Ask the Outreach Chairperson to assist with this. For this purpose, the Member at Large will use the "How to Be a Great IGR" flyer: [Copy of How-to-Be-a-Great-IGR.pdf](#) (Appendix P)
- With the President, serve as liaison to Districts 24 and 34
 - Obtain information from the Districts regarding the names and contact information (including telephone numbers) of DCM's and Alternates, other Officers, Standing Committee Chairs, etc., and provide all such information to the Central Office Manager
 - Coordinate with the Board President to attend District meetings in District 24 and District 34.
- Organize at least one workshop each year. It is highly recommended that at least one of the following workshops be held each year:
 - Ring Ring ([Ring Ring Workshop](#)) (Appendix S)
 - Intergroup 101 ([Intergroup 101 Workshop](#)) (Appendix T)
 - How to Do a 12th-Step call ([12th Step Workshop](#)) (Appendix U)
- Act as Content Curator for the Boulder County Intergroup website
 - In order to be posted on the events calendar, events must be by AA members, for AA members, and about the AA program.
 - By decision of the Intergroup, any events not hosted by an AA entity (i.e. a group, a district, an intergroup/central office, an area, or GSO) must be designated with an asterisk.
 - Web Guidelines for other content can be viewed at <https://bouldercountyaa.com>, by scrolling down to the bottom of the page, and clicking on "Web Page Guidelines."
- Act as liaison between the board and the Website Administrator
- Review each issue of "The Message" before it's made available to the Intergroup Committee and the public.
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Central Office Manager

The Central Office Manager will also have a voice and a vote on the Intergroup Board, and is expected to attend the monthly meetings of the Board, and will be paid for their time to do so. The recommended term of service for the Central Office Manager is four years, with an option to serve for an additional four years upon approval of the Intergroup.

The Central Office Manager will be responsible for the following tasks:

- In conjunction with the Treasurer, ensuring that our federal tax return (or 990-N ePostcard) is filed in a timely manner each year. (However, the Central Office Manager should not sign the 990-N ePostcard. It should be signed by the Treasurer or other Intergroup officer.)
- Paying bills
- Making bank deposits
- Paying sales taxes
- Purchasing office supplies
- Purchasing and maintaining inventory
- Picking up, responding to, and/or filing mail
- Ensuring that the office is tidy and welcoming
- Supervising the Volunteer Coordinator
- Acting as Intergroup Committee Liaison
- Any other duties as agreed upon with the Board or by Intergroup directive

Details regarding the Central Office Manager's duties and responsibilities can be found in the Central Office Manager Handbook: [7-29-20 BOULDER COUNTY CENTRAL OFFICE MANAGER HANDBOOK.pdf](#)