

**JOB DUTIES**  
**Chairperson of Cape Atlantic Intergroup (CAIG)**

**Reports to:** Cape Atlantic Local Groups and Meetings

**Purpose:** To be the Executive Officer of the (CAIG)

**Job Duties**

- Have full knowledge of CAIG By-Laws
- Be familiar with the guidelines of Central Offices, groups & traditions
- Have full knowledge of all positions at CAIG
- Coordinate & oversee all other committees & chairpersons
- Audit bank accounts (Twice yearly)
- Write agenda for, & facilitate, CAIG Business Meeting (Monthly)
- Help promote fundraisers (as needed)
- Appoint Committee Chairs (as needed)
- Appoint & discharge Special Committees (as needed)
- Have knowledge of governmental forms and when they are due (as needed)
- Ensure all files are up to date and separated by title & year
- Attend Steering Committee Meeting & Business Meeting (Monthly)
- Attend area events, workshops & assemblies
- Attend all quarterly Area 45 Assemblies, & present reports on behalf of CAIG
- To be the point-of-reference for important services as they relate to CAIG (As needed)
- (Including, but not limited to, the insurance policy, club memberships, etc.)