

JOB DUTIES
Policy & Structure Chair of Cape Atlantic Intergroup
(CAIG)

Reports to: Chairperson & Vice Chairperson

Purpose: To be the point of reference and caretaker for Robert's Rules, and the CAIG By-Laws

Job Duties

- Settle any Robert's Rules questions as they arise at CAIG Business Meeting (Monthly)
- Prepare, maintain & distribute Intergroup Rep Service Manual (As needed)
- Update Job Descriptions for By-Laws (As needed)
- Organize & facilitate CAIG Inventory (Every 2 years)
- Assist Groups in taking their Inventories (As needed)
- Write & present reports for both Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)